

**BY ORDER OF THE COMMANDER
36TH WING (PACAF)**

36 WING INSTRUCTIONS 91-202

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Safety



ANDERSEN AFB SAFETY PROGRAM

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This instruction establishes the Andersen AFB (AAFB) Safety Program, provides the commander's policy on mishap prevention, the functional manager's and squadron commander's responsibilities for mishap prevention and the safety staff's role in mishap prevention. It implements DODI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, Air Force Policy Directive 91-2, *Safety Programs*, and Air Force Instructions 91202, *The US Air Force Mishap Prevention Program*, 91-204, *Safety Investigations and Reports*, 91-207, *The US Air Force Traffic Safety Program*, and 90-801, *Environment, Safety, and Occupational Health Council (ESOHC)*, AFI 90-802, *Risk Management*, as supplemented. It establishes mishap prevention program requirements, assigns responsibilities for program elements, and contains program management information. This instruction is applicable to all activities, organizations, associate units, tenant units, deployed units, contractors, military and DoD civilian personnel and their dependents on AAFB and areas under jurisdiction of the Commander, 36th Wing.

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1. Purpose.

1.1. The purpose of the 36th Wing Safety program is to minimize loss of Air Force resources and protect AAFB populous from death, injuries or illnesses by managing risks both on- and off-duty. This program applies to all operations except where otherwise prescribed otherwise. The purpose of this instruction is to provide AAFB-specific guidance in order to maintain the 36th Wing's mishap prevention program IAW Air Force Policy Directive 91-2, *Safety Programs*, and Air Force Instructions 91-202, *The US Air Force Mishap Prevention Program, Fire Protection, and Health (AFOSH) Program*, 91-204, *Safety Investigations and Reports*, 91-207, *The US Air Force Traffic Safety Program*, and 90-801, *Environment, Safety, and Occupational Health Council (ESOHC)*.

1.2. Airmen are AAFB's number one resource. Consequently, safety is vital to ensuring mission accomplishment. Commanders and supervisors at all levels must understand the importance of safety and how it directly relates to mission success. Commanders must establish proactive mishap prevention programs both on and off duty. Supervisors must facilitate safety education and training ensuring a safe work environment while encouraging people to actively identify and correct existing hazards. While the ultimate safety responsibility belongs to the commander, safety is the shared responsibility of every person within the unit. Safety is as much a personal choice as it is a professional one. Mission first, safety always.

2. Unit Safety Representative (USR) and Additional Duty Weapon Safety Representative (ADWSR) Responsibilities.

2.1. USRs serve as the unit's primary point of contact for matters pertaining to safety, fire prevention, and occupational health. USRs should be knowledgeable in the mission and activities of the unit, and have a minimum of one year retain ability at the time of selection.

2.2. ADWSRs serve as the unit's primary point of contact for managing, facilitating, and training all unit personnel in the unit's weapons safety program when the unit has a mission requirement to store, handle, or transport explosives. ADWSRs should have a minimum of 1 year retainability at the time of selection.

2.3. Each unit shall have a primary and alternate USR and ADWSR, if applicable. USR and ADWSRs shall receive training from the 36th Wing Safety office or through a course approved by the PACAF Safety office. Primary and Alternate USRs and ADWSRs for active duty units shall complete initial training within 30 calendar days of appointment.

2.3.1. USR computer-based training is available on the main U.S. Air Force Safety University web page at:

<https://www.my.af.mil/gcssaf/USAF/ep/globalTab.do?channelPageId=sF575FC8E259941D40125A29E9A7C00EF>

2.3.2. Air Reserve Component Primary and Alternate USRs and ADWSRs shall complete initial training within two unit training assemblies of appointment. The unit is responsible for maintaining USR/ADWSR training records. USRs and ADWSRs are responsible for managing the squadron commander's ground and weapons safety program respectively and accomplishing the following duties:

2.3.3. USRs/ADWSRs shall develop a process to ensure safety and risk management topics are discussed and documented throughout the organization at least monthly and maintain for one year.

2.3.4. USRs and ADWSRs shall maintain a Ground Safety Management Book (GSMB) IAW Attachment 2 and a Unit Weapons Safety Management Book (UWSMB) IAW Attachment 3, respectively.

2.3.5. USRs/ADWSRs shall maintain safety bulletin boards. USRs/ADWSRs shall post a safety bulletin board in a conspicuous location within each unit facility or major work center. If space limitations do not permit the use of a bulletin board dedicated only to safety information, post the materials in segregated sections of other unit bulletin boards. The area shall be neat and orderly and contain only safety-related items. As a minimum, the USRs/ADWSRs shall post the following items:

2.3.5.1. AFVA 91-209, *Occupational Safety and Health Program*.

2.3.5.2. CA 10 (*What a Federal Employee Should Do If Injured at Work*), if work center has civil service personnel.

2.3.5.3. Unit mishap notification procedures.

2.3.5.4. Instructions for completing AF Form 457 and blank forms.

2.3.5.5. Current mishap prevention information (posters, flyers, safety grams, etc).

2.3.5.6. 36th Wing Safety office Point of Contact information.

2.4. Primary, alternate USRs/ADWSRs, or a designated representative shall attend the quarterly USR/ADWSR Safety meeting. This meeting is the primary forum for providing USRs/ADWSRs information on changes in safety policies and standards, discussing mishap prevention processes, and providing additional training.

2.5. USRs shall meet quarterly with the unit commander to review program requirements including the following topics: reportable mishaps and timely reporting of those mishaps, open inspections items (wing and squadron), open hazards reports, risk management integration, and current status of the high risk activities program. This review must be documented to reflect all areas covered utilizing *the Unit Safety Representative (USR) Quarterly Report to the Unit Commander* form (Attachment 2A). ADWSRs shall meet with unit commanders as required.

2.6. USR and ADWSR unit program checklists are provided in Attachments 4 and 5 to assist them in running successful programs. Additionally, a Wing Inspection Rating Scale is provided in Attachment 6 to assist unit commanders define what constitutes a successful unit safety program. Although these checklist provide USRs, ADWSRs, and unit commanders

the foundation for running a successful safety program, they are not substitutes for Air Force instruction.

3. Unit Safety Program Assessments and Inspections.

3.1. In accordance with AFI 91-202, AFMAN 91-201, AFI 91-203, Air Force Consolidated Occupational Safety Instruction, and Title 29 Code of Federal Regulations 1960.26, the 36th Wing Safety office is required to perform annual ground and weapons safety program assessments and facility inspections of all assigned and selective tenant units.

3.2. The 36th Wing Safety office shall publish a yearly inspection schedule and provide it to USRs, ADWSRs, and commanders prior to the new fiscal year.

3.3. USRs and ADWSRs shall track corrective actions on all open hazards and program deficiencies identified during 36th Wing Safety Offices ground and weapons safety program assessments and facility inspections.

3.4. USRs and ADWSRs shall submit a memorandum(s) for record (MFR) to the 36th Wing Safety office at 36WG.SEG2@us.af.mil within 30 calendar days of receipt of the inspection report(s). The MFR(s) shall detail the initial corrective plan of action for all reported discrepancies and shall be signed by the unit commander or designated representative. Sample MFR templates for Ground Safety and Weapon Safety Inspections are provided in Attachment 7.

3.5. Should an inspected unit's initial corrective plan of action require 36th Civil Engineering (CE) support, the aforementioned MFR(s) shall include resulting CE Work Order Tracking Number(s) and estimated/desired completion date(s). Step by step directions on how obtain CE Work Orders for the MFR(s) are provided in Attachment 8.

3.6. USRs and ADWSRs shall submit a memorandum(s) for record (MFR) to the 36th Wing Safety office at 36WG.SEG2@us.af.mil every 30 calendar days since the last MFR(s) was submitted until all discrepancies are fixed. The updated MFR(s) shall be signed by the unit commander or designated representative.

3.7. The 36th Wing Safety office shall produce a Quarterly Safety Status Report (QSSR) for the 36th Wing and Group leadership detailing the number of discrepancies each subordinate unit gained during their last annual inspection and how many discrepancies remain open. The QSSR shall also report the last date subordinate units submitted a corrective action MFR(s) to the 36th Wing Safety office. The QSSR shall be provided to all applicable 36th Wing Group Commanders on the first duty day of each quarter and the first duty day after the midpoint of each quarter. The QSSR shall also be provided to the 36th Wing Commander on the first duty day of each quarter. An example QSSR is provided in Attachment 9.

4. Unit Motorcycle Safety Representative (MSR) Responsibilities.

4.1. Ensure all riders within the unit are identified upon arrival and entered into the Motorcycle Unit Safety Tracking Tool (MUSTT) database. Verify licensing and training of the member. If members require training, they must schedule themselves to take the Basic Rider Course or Experienced Rider Course by e-mailing the 36th Ground Safety office at 36WG.SEG2@us.af.mil.

4.2. Ensure riders receive the Initial Motorcycle Commander's briefing.

- 4.3. Maintain MUSTT database ensuring each active duty rider is accounted and updated.
- 4.4. Ensure all riders receive an annual pre-season riders motorcycle safety briefing.

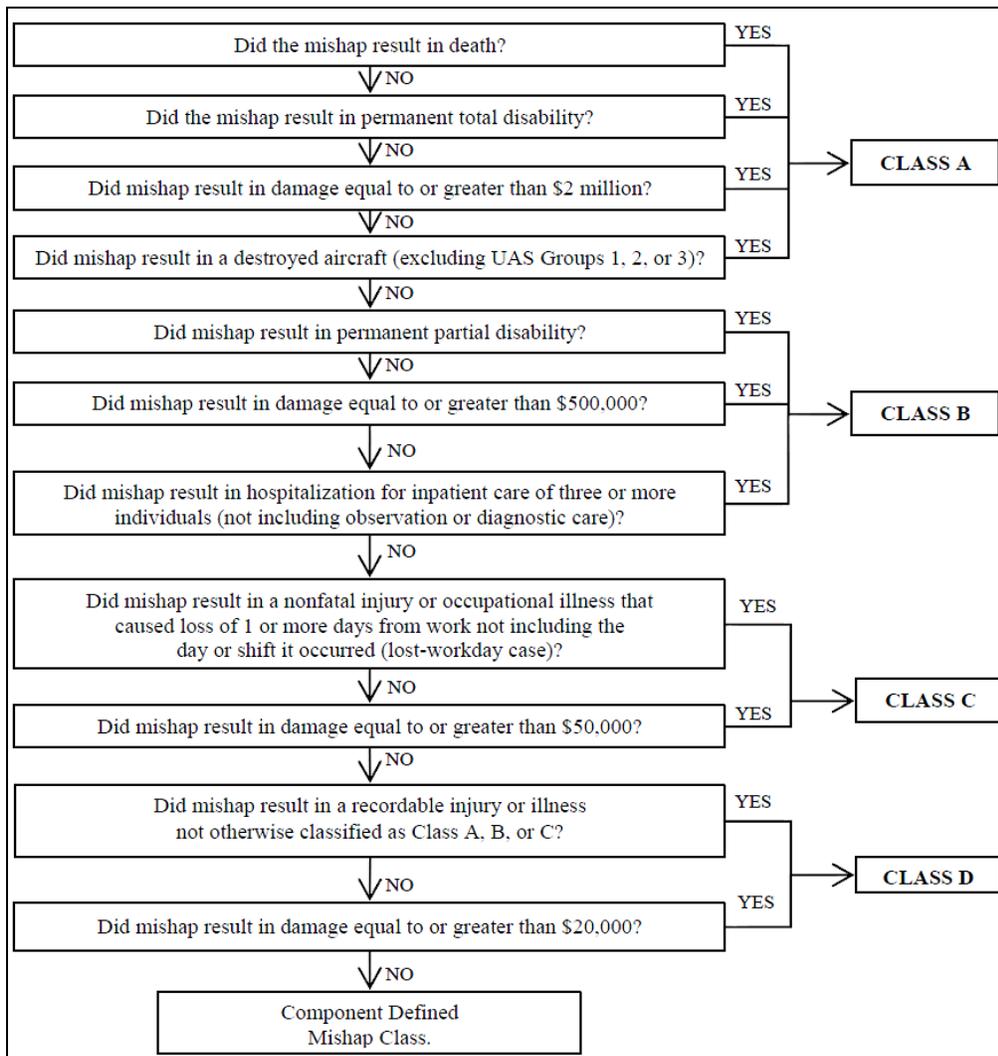
5. Safety Meetings.

- 5.1. The Environmental, Safety, and Occupational Health Council (ESOHC) serves as a forum for discussion of Occupational Safety and Health (OSHA) problems, advises the installation commander on OSHA related matters, and makes recommendations to the commander on resolution of OSHA problems. The council is conducted semiannually and chaired by the 36th Wing Commander.
- 5.2. AAFB ESOHC members include 36th Wing Group Commanders, wing staff representatives from each two-letter office, 36th Civil Engineering Fire Emergency Services, Environmental Restoration, Public Health, Bioenvironmental Engineering, and all tenant organizations. Joint Region Marianas Safety office representatives are extended courtesy invitations to attend AAFB ESOHC meetings, but are not AAFB ESOHC members.
- 5.3. AFI 91-202, paragraph 8.8.1.2, establishes procedures for meeting and escorting OSHA. They are provided in Attachment 10.

6. Mishap Reporting Procedures.

- 6.1. Unit commanders, USRs, and ADWSRs are responsible for developing and publicizing mishap notification procedures within their unit. The procedures must ensure prompt notification of injury or property damage to the 36th Wing Safety office within five calendar days of the mishap.
- 6.2. Per AFI 91-202, a mishap is an “unplanned occurrence, or series of occurrences, that results in damage or injury and meets Class A, B, C, D and E mishap reporting criteria IAW AFI 91-204. Damage or injury includes: damage to DoD property or equipment; environmental damage; occupational illness to DoD military or civilian personnel; injury to DoD military personnel on- or off-duty; injury to on-duty DoD civilian personnel; damage to public or private property, or injury or illness to non-DoD personnel caused by Air Force operations.”
- 6.3. DODI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, governs mishap class criteria for all the DoD service components to include guidance provided in AFI 91-204. Figure 1, illustrates DODI 6055.07 Class A, B, C, D, and E mishap reporting criteria.
- 6.4. For all on-/off-duty military and on-duty DoD civilian personnel mishaps which occur during normal duty hours, USRs/ADWSRs shall report the mishap to the 36th Wing Safety Office at DSN 366-SAFE (7233) immediately following mishap notification to the unit’s commander and the 36th Wing Command Post.
- 6.5. For all on-/off-duty military and on-duty DoD civilian personnel mishaps which occur after normal duty hours and do not result in death, hospitalization, or government property damage estimated to be greater than \$50,000, USRs shall report the mishap to the 36th Wing Safety Office at 366-SAFE (7233) by the close of the first duty day following the mishap.

Figure 1. DODI 6055.07 Class A, B, C, and D mishap reporting criteria



6.6. For all on-/off-duty military and on-duty DoD civilian mishaps which occur after normal duty hours and results in death, hospitalization, or government property damage estimated to be greater than \$50,000, USRs shall contact the 36th Wing Safety Office immediately following notification to the unit’s commander and the 36th Wing Command Post. After normal duty hours, the 36th Wing Safety office on-call person can be reached through the 36th Wing Command Post at DSN 366-2981. Of note, all Class A and B mishaps are OPREP-3 reportable (i.e. once the 36th Wing Command Post is notified a of Class A or B mishap, the 36th Wing Command Post is required to submit a 36th Wing Commander approved OPREP-3 message within one hour).

6.7. All mishaps receive a preliminary “in-house” investigation. Immediate notification of the mishap is critical. Mishap sites contain valuable information and evidence necessary for accurate investigation and the formation of corrective actions. The first line supervisor of the individual involved in the mishap shall conduct the “in house” investigation and document it on AF Form 978, *Supervisor’s Mishap Report*. (For DoD Motor Vehicle mishaps, the unit Vehicle Control Officer/Noncommissioned Officer, with the assistance of the USR/ADWSR,

shall conduct the investigation.) The extent of the investigation and reporting criteria shall be determined by 36th Wing Safety office. The “in house” investigator shall validate the AF Form 978 through the USR/ADWSR and unit commander before forwarding it to the 36th Wing Safety Office. The “in house” investigator shall forward the AF Form 978 to the 36th Wing Safety Office within five calendar days of mishap’s occurrence. DoD civilian personnel who are injured on duty shall notify their supervisor immediately.

6.8. The 36th Medical Group shall provide patient injury and treatment logs to 36th Wing Safety office daily indicating non-injury or injury.

6.9. The 36th Staff Judge Advocate shall notify the 36th Wing Safety office of any claims involving injury to persons or damage to private property as a result of an Air Force operation.

6.10. The 36th Security Forces Squadron shall provide copies of AF Form 1315, *Accident Report*, when requested, and make the daily blotter available for review by the 36th Wing Safety Office staff.

6.11. The 36th Civil Engineer Squadron shall provide cost assessments of damage to government property as a result of natural phenomena to the 36th Wing Safety office.

6.12. The AAFB Fire Department shall provide copies of Fire Incident Reports to the 36th Wing Safety Office, when requested.

6.13. The 36th Command Post shall notify the 36th Wing Safety office of the following:

6.13.1. Activation of the Crisis Action Team (CAT) or Emergency Operations Center (EOC).

6.13.2. On-duty accident/mishap involving injury to USAF personnel (military or DoD civilian employees).

6.13.3. Off-duty accident/mishap involving injury to US Armed Forces personnel.

6.13.4. USAF property damage to facility, aircraft, vehicle or equipment.

6.13.5. Accidents/mishaps involving explosives handling or storing.

6.14. The 36th Logistics Readiness Squadron shall provide, on a monthly basis, the 36th Wing Safety office cost estimates on all reported damage to Air Force motor vehicles.

7. Unit Safety and Risk Management (RM).

7.1. Commanders or supervisors shall ensure all personnel are briefed about the PACAF HighRisk Activities (HRA) program (Attachment 11) regardless of their participation in high-risk activities. Each individual should be surveyed and if it is determined they are actively engaged or about to engage in an HRA they should meet one on one with their commander or supervisor. Ideally implemented, an HRA interview (not a briefing) to determining the mental and physical readiness, and situational awareness preparedness of participants before the HRA occurs. Further information about the Air Force HRA program may be found in AFI 91-202, Attachment 12.

7.2. Supervisors are encouraged to provide an interactive pre-departure safety briefing to all active duty members when performing official duties scheduled for travel outside of the local area. This pre-departure safety briefing is mandatory for all active duty members below the

age of 26. This interactive briefing may be documented on AF Form 4392, *Pre-Departure Safety Briefing Form*.

7.3. Commanders and supervisors shall apply risk management while performing unit HRA such as challenging physical fitness sessions.

7.4. Supervisors shall ensure all assigned personnel are aware of associated hazards on Guam on and off duty. Attachment 12, *Guam Survival Secrets*, contains vital insight into some of these hazards and is available to all of AAFB's populous, to include TDY and deployed personnel via the AAFB Air Force Portal site, the 36th Wing Safety office SharePoint site, at Outdoor Recreation, and at the Family Readiness Center.

7.5. 36th Wing military and DoD civilian personnel shall practice sound risk management at all times -- whether at work or leisure; on duty or off duty. The Air Force RM program has proven successful, and not only protects you, your family, and Air Force resources, but also enables the 36th Wing to maintain its focus on mission readiness. Further Air Force RM education, information, and training is available through the Air Force Safety Center Portal via the AF Portal.

8. Reflective Gear Wear.

8.1. Reflective gear, visible from the front and back, shall be worn by AAFB populous on AAFB while performing cardiovascular exercise (e.g. walking, jogging, running, bicycle riding, etc.) on the installation during hours of darkness, reduced visibility or inclement weather (e.g. fog, heavy rain, etc.). The Air Force official PT uniform is considered reflective and does not require additional reflective gear.

8.2. AAFB military, DoD civilian employee or contractor personnel conducting activities in a traffic environment, working on or off the flightline during hours of darkness or reduced visibility, or working as part of a construction activity shall wear reflective gear.

8.3. During real-world force protection conditions Charlie and Delta the wear of reflective gear shall be at the unit commander's discretion.

9. Walking, Jogging, and Running Safety.

9.1. AAFB populous performing cardiovascular exercise (e.g. walking, jogging, running, etc.) on roadways shall travel in a single file against the flow of traffic (i.e. on the left side of the road). It is highly recommended that walkers, joggers, and runners remain on the sidewalks as much as possible. If walking, jogging or running on the road is unavoidable and no traffic is present, walkers, joggers, and runners may run two abreast. At the first sign of approaching traffic, walkers, joggers, and runners shall return to single file and clear the roadway as much as possible.

9.2. Jogging/Running is not authorized in any areas adjacent to or along road construction areas.

9.3. AAFB populous are not permitted to wear headphones while performing cardiovascular exercise (e.g. walking, jogging, running, etc.) on roadways.

9.4. AAFB populous are permitted to wear headphones (both ears) on base sidewalks, the Arc Light path, the base track, the rubberized/concrete sidewalk path adjacent to the Palm Tree Golf Course, and jogging pathways in the grass/dirt areas along roadways. When

crossing a roadway intersection or traversing through parking lots, AAFB populous shall remove both ear buds.

9.5. 36th Wing military personnel who jog off the installation during hours of darkness, reduced visibility or inclement weather are highly encouraged to wear a reflective gear visible from the front and back.

10. Military Formations.

10.1. Military formations are defined as an organized body of personnel numbering at least ten individuals maintaining formation integrity. These formations shall have one leader and traffic guards positioned, two at the front and two at the rear of the formation.

10.2. It is highly encouraged the leader and traffic guards shall wear (green/orange) retroreflective vests to be immediately recognizable.

10.3. If performing physical training (PT) during the hours of darkness, it is highly encouraged the leader and each road guard carry a coned traffic wand flashlight.

10.4. Vehicles shall not enter an intersection until a formation has completely passed through and the road guards have recovered with the formation.

10.5. Unless a road is closed to traffic, formations shall be limited to no more than two elements in order to allow for safe vehicle passing. This restriction is not applicable to 36th Wing Runs.

10.6. Formations shall not run on Carolinas Ave, Santa Rosa Blvd, Arc Light Blvd or Plumeria Blvd from Andersen Middle School to the AAFB back gate or in military housing areas. This restriction is not applicable to 36th Wing Runs.

11. Bicycle, Skateboard, Roller-Skate, and Roller-Blade Safety.

11.1. Please refer to 36 WGI 31-218, *Andersen AFB Motor Vehicle Traffic Supervision*, for guidance on bicycle, skateboard, roller-skate, and roller-blade safety.

12. Water Safety.

12.1. Water activities are permitted on AAFB in the designated swimming areas only. Refer to 36 WGI 34-102, AAFB Beach Recreation Areas, for further guidance and restrictions.

12.2. Individuals should have a wingman when participating in any recreational water activities.

12.3. Do not engage in recreational water activity during Typhoon Conditions of Readiness (TCOR) I, II, and III, or in any area where a hazardous surf warning is in effect.

12.4. Guam's waters offer a wide range of recreational opportunities. Along with these recreational activities come certain precautions personnel must practice to avoid the hazards.

12.5. When personnel head out to enjoy Guam's beaches, maintain a constant, direct line of sight of your children and your fellow swimmers even if only a few feet into the water. For swimming and snorkeling, the safest areas are those beaches protected from the ocean by a barrier reef. Inside this reef, the water is calm, shallow and with only a slight current, if any at all. However, this calm water can be deceitful because many times people venture out

near or onto the reef into deeper water in the pursuit of fish or just sight-seeing. This can be extremely dangerous because of two primary dangers in swimming too close or onto the reef.

12.6. The first danger is caused by the waves breaking on the reef. Even in the calmest of conditions, it is difficult and dangerous to be near the reef. The coral itself is extremely sharp and can cause deep and painful cuts. There are also large cracks and holes in the coral, which can catch a foot or hand and trap a person. Naturally larger waves increase the danger and in the past have proven fatal to swimmers.

12.7. The second danger is the current caused by the waves. In almost all cases where the waves are consistently larger than one foot, a strong current runs along the reef. This current is created when water forced inside the reef by the waves is higher than the sea level outside the reef. The water will flow along the reef or shoreline until it finds a place to flow back to the sea. This current can be very strong. A person swimming too close to the reef's edge can become caught in the current and be swept onto or over the reef.

12.8. For further Guam water safety tips , please visit the U.S Coast Guard Sector Guam Water Safety website at <http://www.uscg.mil/d14/sectguam/safety.asp>.

13. Scuba Diving.

13.1. Scuba Divers shall obtain valid certification before engaging in unsupervised scuba diving on Guam. Supervisors shall track this requirement by utilizing the PACAF HighRisk Activities (HRA) program (Attachment 11). Supervisors shall ensure an AF Form 4391, *High Risk Activities Worksheet*, is documented for subordinates who participate in any HRAs.

13.2. Scuba Divers shall always have a dive plan and dive with a designated buddy. Dive plans shall be communicated with a responsible person ashore or with the boat captain for boat dives.

13.3. Scuba Divers shall conduct all scuba dives within the limits of the diver's certification level, as recommended by the certifying agency.

13.4. Scuba diving is not authorized on or from AAFB property. This restriction does not apply to Scuba dive lessons taught at the base swimming pool.

13.5. Freediving is prohibited on all AAFB beaches. Freediving is a form of underwater diving that does not involve the use of scuba gear or other external breathing devices, but rather relies on a diver's ability to hold his or her breath until resurfacing.

14. Boating Safety.

14.1. Prior to participating in recreational boating activities, boaters and supervisors shall together review and comply with the PACAF HRA Program boating checklist (Attachment 11). Supervisors shall ensure an AF Form 4391 is documented for subordinates who participate in any HRAs.

14.2. Prior to participating in recreational boating activities, boaters shall call commercial number 211 to check the daily weather, tides, and any potential water related cautions/warnings.

14.3. Prior to participating in recreational boating activities, all AAFB military and DoD civilian personnel will assure they establish a "float plan" in the event boaters become

capsized or stranded at sea. "Float plans" should include the assistance of an onshore responsible person who will follow up on the boater's whereabouts if the boater goes overdue on their scheduled return time. Float plans at a minimum will include the route of intended travel and expected launch/docking times and locations.

14.4. Boaters are highly recommended to carry adequate supplies and safety equipment to ensure the safety of every person onboard (e.g. one lifejacket on board for each person, extra water, food, fuel, extra flares, mirror, a flashlight, and extra batteries).

14.5. If operating a boat off shore, boaters must assure it is equipped with a working radio. Although CB radios are popular, their power and range is limited to a distance of three miles. The preferred radio to carry is the VHF-FM radio all U.S. Coast Guard units monitor. VHF-FM radios have a range of more than 50 miles.

14.6. For further Guam boating safety tips , please visit the U.S Coast Guard Sector Guam Water Safety website at <http://www.uscg.mil/d14/sectguam/safety.asp>.

15. Jungle Safety.

15.1. Entry into the jungle is strongly discouraged unless engaged in an approved, designated activity such as a field trip, Guam Boonie Stompers sanctioned hike, or coordination through Outdoor Recreation to hike the approved trails.

15.2. Recreational rappelling on AAFB is prohibited.

16. Motorized Vehicles.

16.1. Please refer to 36 WGI 31-218, *Andersen AFB Motor Vehicle Traffic Supervision*, for guidance on bicycle, skateboard, roller-skate, and roller-blade safety.

17. Motorcycle, moped, Low Speed Vehicle (LSV), and All-Terrain Vehicle (ATV) Operations:

17.1. Please refer to 36 WGI 31-218, *Andersen AFB Motor Vehicle Traffic Supervision*, for guidance on low speed vehicle (LSV), and all-terrain vehicle (ATV) operations.

18. Other Government Motor Vehicle Conveyance (OGMVC).

18.1. Per AFI 91-207, OGMVCs are "selfpropelled assets providing a basic transportation capability not meeting 49 CFR 571.500 *Federal Motor Vehicle Safety Standards (FMVSS)*." John Deere Gators, Club Cars, and Kawasaki Polaris vehicles are examples of OGMVCs.

18.2. Per AFI 91-207, paragraph 2.2.5, "Commanders shall limit use of these vehicles [OGMVCs] to offroad areas and tactical operations as much as possible." Prior to utilizing OGMVCs on AAFB, organizational commanders must assure operating risk assessments are conducted and documented IAW AFI 90-802, for each OGMVC utilized by the organization. Additionally, organizational commanders must assure comprehensive training plans for operators of OGMVCs are developed IAW the manufacturer's operating manual in conjunction with local installation and host government requirements. Risk assessments, training plans, and operator certification records shall be developed, documented, and maintained by organizational Vehicle Control Officers or Unit Training Managers.

18.3. Per AFI 91-207, paragraph 2.2.5, "The installation commander may authorize the use of these vehicles [OGMVCs] in traffic, industrial or pedestrian environments by type, design

and authorized operating areas.” Traffic environments are defined as surfaces accessible to the base populous where government owned vehicles, privately owned vehicles, or contracted commercial vehicles may legally operate (streets, road ways, parking lots, etc). Industrial environments are defined as surfaces not accessible to the base populous to include, but not limited to, unit training compounds, warehouses, storage areas, garages, mobile equipment facilities/areas, and property within the airfield perimeter fence, but excluding restricted areas such as taxiways or runways. Pedestrian environments are defined as surfaces accessible to the base populous where non-unit or unrelated personnel traverse by walking.

18.4. Unless units are specifically approved by the 36th Wing Commander, all 36th Wing and AAFB tenant units are not authorized to operate OGMVCs in traffic, industrial or pedestrian environments with the following exceptions:

18.4.1. OGMVCs are authorized to operate in traffic, industrial or pedestrian environments if they are in compliance with Public Law No 99-570, Commercial Motor Vehicle Safety Act of 1986 and CFR 571.500 FMVSS, Low Speed Vehicles, and meet or exceed the following requirements:

18.4.1.1. Headlamps

18.4.1.2. Front and rear turn signal lamps

18.4.1.3. Tail lamps

18.4.1.4. Stop lamps

18.4.1.5. Reflex reflectors: one red on each side as far to the rear as practicable, and one red on the rear

18.4.1.6. An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror

18.4.1.7. A parking brake

18.4.1.8. A windshield that conforms to the Federal motor vehicle safety standard on glazing materials (49 CFR 571.205)

18.4.1.9. A VIN that conforms to the requirements of part 565 Vehicle Identification Number

18.4.1.10. A Type 1 or Type 2 seat belt assembly conforming to 49 CFR 571.209, installed at each designated seating position

18.4.1.11. Use of OGMVCs shall be restricted to non-inclement weather conditions and speed limits not exceeding 35 miles per hour. OGMVCs may cross roadways with higher posted speed limits.

18.4.2. OGMVCs not in compliance with CFR 571.500 are authorized to operate in traffic or pedestrian environments only for mission essential activities which cannot be accomplished utilizing other methods (for example, accomplishing OGMVC refueling/maintenance services or OGMVC deployment processing). These mission essential activities are restricted to daylight hours and non-inclement weather conditions.

18.4.3. OGMVCs not in compliance with CFR 571.500 are authorized to operate in industrial environments during daylight hours, periods of darkness, and inclement weather conditions in support of mission essential activities which cannot be accomplished utilizing other methods. However, OGMVCs shall be equipped with seatbelts for each occupied seat, as well as a beacon light/flashers and reflector tape installed on the front, rear, and both sides of the conveyance to increase visibility. Reflector tape must be a minimum of 2 inches wide and 3 inches in length.

19. Safety Awards Program.

19.1. It is important to recognize individual and squadron efforts in ensuring the safety of our people and the protection of our resources. All units are expected to actively participate in the safety awards nomination process.

19.2. Individual and Team Safety Awards of Distinction: The quarterly awards are presented to the individuals and teams who made the greatest contribution to mishap prevention on AAFB. One individual is selected for the Ground Safety Individual Safety Award of Distinction and one team is selected for the Ground Safety Team Safety Award of Distinction. Individual and team awards are also presented for the Weapons and Flight safety disciplines. Criteria for the awards include safety awareness, professional knowledge and performance, and the identification and elimination of hazards. Any military or DoD civilian members not assigned to full-time safety duty positions (1S0 AFSC) are eligible to include unit safety representatives.

19.3. Each quarter, commanders, supervisors or any member of the 36th Wing or tenant unit may submit nominations for the awards. Units are allowed to submit multiple nominations. Nominations shall be prepared using a narrative format. Narrative format instructions and templates can be found in the 36th Wing Safety SharePoint site. Nominations are due to the 36th Wing Safety office by close of business on the fifth duty day after the end of the quarter. Nominations should detail reasons for the nomination and should include specific actions by the individual that qualify them for the award. The significance of the achievement is more important than the quantity of material in the nomination. Award winners shall be selected by the 36th Wing Chief of Safety and staff and are asked to attend the following ESOHC for presentation of the award.

19.4. Commander's Safety Award: This annual award is presented to the individual who, by his/ her actions, made the most outstanding contribution to the prevention of a mishap, or reducing its harmful effects. One winner shall be selected from each category (weapons, ground, and flight safety) from the winners of the quarterly awards.

19.5. Squadron Safety Award: This award is presented annually to the squadron or unit who demonstrated the best overall safety program during the previous fiscal year. The award consists of a traveling trophy. A recommendation shall be prepared by the 36th Wing Safety office, with the 36th Wing Commander selecting the eventual winner. To qualify for this award the unit must not have experienced a class A mishap within the fiscal year. Annual and spot inspection findings from the year shall be reviewed. Criteria for selection shall include:

19.5.1. Commander and supervisory emphasis on safety and risk management.

19.5.2. Implementation of the AFOSH Program within the unit.

19.5.3. Mishap record relative to size of unit and degree of risk involved in normal activities.

19.5.4. Frequency and quality of unit safety meeting.

19.5.5. Effectiveness of USR.

19.5.6. Safety awareness and work practices of squadron personnel.

19.5.7. General conditions of work areas.

19.5.8. Timeliness and effectiveness of actions taken to correct safety deficiencies.

19.5.9. Quantity and quality of safety suggestions and Hazard Reports submitted.

ANDREW J. TOTH, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 91-2, *Safety Programs*

AFI 90-801, *Environment, Safety, and Occupational Health Council (ESOHC)*

AFI 90-802, *Risk Management*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Report*

AFI 91-207, *The US Air Force Traffic Safety Program*

DODI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*

Abbreviations and Acronyms

ADWSR—Additional Duty Weapon Safety Representative

AFOSH—Air Force Office of Safety and Health

ANSI—American National Standards Institute

ATV—All Terrain Vehicle

CAT—Crisis Action Team

CE—Civil Engineering

EOC—Emergency Operation Center

ESOHC—Environmental, Safety, and occupational Health Council

GSMB—Ground Safety Management Book

HRA—High Risk Activities

LRS—Logistic Readiness Squadron

LSV—Low Speed Vehicle

MFR—Memorandum for Record

MUSTT—Motorcycle Unit Safety Tracking Tool

OGMVC—Other Government Motor Vehicle Conveyance

OSHA—Occupational Safety and Health Administration

PPE—Personal Protective Equipment

PT—Physical Training

QSSR—Quarterly Safety Status Report

RDS—Records Disposition Schedule

RM—Risk Management

TCOR—Typhoon Conditions of Readiness

USR—Unit Safety Representative

Attachment 2

GROUND SAFETY MANAGEMENT BOOK

A2.1. As a minimum, the shop/section/office safety management book shall consist of:

A2.1.1. Tab A, Safety Briefings.

A2.1.2. Tab B, Spot Inspections.

A2.1.3. Tab C, AF Forms 55, *Employee Safety & Health Record*, and Job Safety Training Outline (JSTO). Maintain all AF Forms 55 and the work centers JSTO in this section. AF Forms 55 and JSTO should be reviewed periodically to ensure compliance with AFI 90-801, *Environmental, Safety and Occupational Health (ESOH) Councils*. Maintain documented annual review of JSTO. The AF Form 55 can be maintained electronically provided electronic signatures are utilized.

A2.1.4. Tab D, AF Form 978, *Supervisor's Mishap Report*, and legacy PACAF Form 161, *Ground Mishap Report Worksheet*. Maintain AF Forms 978 and PACAF Forms 161 on all mishaps encountered by work center personnel for at least one year.

A2.1.5. Tab E, Special Programs. Maintain a listing and location of safety programs, such as Confined Spaces, Lock-Out/Tag-Out, Job Safety Analysis, and Shop Risk Assessments.

A2.1.6. Tab F; if applicable; BE Industrial Hygiene surveys and reports for your shop maintained on file for a minimum of 2 years- AFI 91-202 1.5.20.10

A2.2. Unit Safety Representative (USR) Quarterly Report To The Unit CC Form

A2.2.1. The Unit Safety Representative (USR) Quarterly Report to the Unit CC Form can be accessed via the Andersen AFB Newcomer's Information website located at: https://cs3.eis.af.mil/sites/OO-SE-AF-18/AFKN_Docs/Forms/AllItems.aspx?RootFolder=%2Fsites%2FOO%2DSE%2DAF%2D18%2FAFKN%5FDocs%2FTraining%2FUnit%20Safety%20Representative%20%28USR%29%20Training&FolderCTID=0x0120003EB895E4D1F2D849A15351F322A641D9&View={B26DF0A4-767A-436D-9046-F13682C831E4}

Figure A2.1. The Unit Safety Representative (USR) Quarterly Report to the Unit CC Form

UNIT SAFETY REPRESENTATIVE (USR) QUARTERLY REPORT TO THE UNIT COMMANDER				
USRs advise the commander on safety related matters at least quarterly and document key elements briefed. AFI 91-202, 8.5.1.				
UNIT MISHAP EXPERIENCE				
DESCRIPTION/ACTIVITY	CAUSAL FACTORS	CORRECTIVE ACTIONS TAKEN	COMMENTS	
UNIT SAFETY INSPECTION EXPERIENCE				
HIGHER ECHELON SAFETY INSPECTIONS/VISITS				
AGENCY	SIGNIFICANT FINDINGS	CORRECTIVE ACTIONS TAKEN	COMMENTS	
UNIT SAFETY REPRESENTATIVE SAFETY SPOT INSPECTIONS (AFI 91-202, 2.2.4.2 & Table 3.1, Note 9)				
FINDINGS	CORRECTIVE ACTIONS TAKEN		COMMENTS	
USR VERIFICATION OF SUPERVISORY-LEVEL SAFETY SPOT INSPECTIONS (AFI 91-202, 8.5.6)				
WORK CENTER(S) CHECKED	OBSERVATIONS/ISSUES	COMMENTS		
SAFETY EDUCATION				
COURSE	# ATTENDED	# SCHEDULED	# OVERDUE	COMMENTS
Supervisor Safety Training Course				
Course III, Traffic Safety Training				
Course IV-A, Motorcycle Safety Training (Beginner's)				
Course IV-B, Motorcycle Safety Training (Intermediate)				
Motorcycle Safety Training (Refresher)				
Driver Improvement Course				
Risk Management (RM) Fundamentals				
RM Essentials for Leaders				
RM Application & Integration				
RM Executive Overview				
RM Techniques & Application @ Organizational Level (Local)				
Other Safety Course				
USR VERIFICATION OF SUPERVISORY LEVEL SAFETY BRIEFINGS (AFI 91 202, 8.5.5)				
WORK CENTER(S) CHECKED	OBSERVATIONS/ISSUES	COMMENTS		
USR VERIFICATION OF JOB SAFETY TRAINING (JSTGs / AF Forms 55)				
WORK CENTER(S) CHECKED	OBSERVATIONS/ISSUES	COMMENTS		
USR EVALUATION OF UNIT MOTORCYCLE SAFETY PROGRAM (AFI 91 202, 8.5.7)				
MSRs TRAINED? <input type="checkbox"/> YES <input type="checkbox"/> NO	ALL RIDER DATA IN MUSTT? <input type="checkbox"/> YES <input type="checkbox"/> NO	MOTORCYCLISTS TRAINED? <input type="checkbox"/> YES <input type="checkbox"/> NO	INITIAL UNIT/CC BRIEFINGS ACCOMPLISHED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
REFRESHER TRAINING COMPLIANT? <input type="checkbox"/> YES <input type="checkbox"/> NO	ANNUAL/PRE-SEASON BRIEFINGS COMPLIANT? <input type="checkbox"/> YES <input type="checkbox"/> NO	MENTORSHIP PROGRAM ACTIVELY PROMOTED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
MOTORCYCLE SAFETY PROGRAM COMMENTS				
MISCELLANEOUS SAFETY MATTERS (Safety program shortfalls/strengths; upcoming safety campaigns/events; suggested OC emphasis areas, etc.)				
USR SIGNATURE	DATE	COMMANDER SIGNATURE	DATE	

Attachment 3**UNIT WEAPONS SAFETY MANAGEMENT BOOK**

A3.1. Each unit with an explosive safety program is required to maintain a Unit Weapons Safety Management Book. This book is a management tool for each unit and the 36 WG/SEW to ensure continuity of the Weapons Safety Program. The book shall contain the following tabs as a minimum:

A3.1.1. Tab A, 36 WG/CC and Squadron Commander Safety Policy Letters.

A3.1.2. Tab B, Appointment Letter(s) and Proof of UWSR Training.

A3.1.3. Tab C, Copy of Last Two Annual Inspections.

A3.1.4. Tab D, Explosive Safety Lesson Plan, Tests, Answers, if Applicable.

A3.1.5. Tab E, 36 WG/SEW Checklists.

A3.1.6. Tab F, Mishap and Hazard Reporting Procedures.

A3.1.7. Tab G, Operating Instructions, if Applicable.

A3.1.8. Tab H, Spot Inspection Log.

A3.1.9. Tab I, Commander's Quarterly Review Log.

A3.1.10. Tab J, Explosive License(s).

A3.1.11. Tab K, Miscellaneous Information.

Attachment 4

USR PROGRAM ASSESSMENT CHECKLIST

Table A4.1. USR Program Assessment Checklist

	Yes	No	N/A	Notes
1. Commanders/Functional Managers				
1.1. Does the commander provide safe and healthful workplaces throughout the unit? (AFI 91-202, 1.5.20.1.)				
1.2. Do all individuals receive the necessary job safety and off-duty safety training/briefings? (AFI 91-202, 1.5.20.2.)				
1.3. Does the commander support safety award programs? (AFI 36-2833, 2.2.)				
1.4. Does the commander attend safety councils and committees? (AFI 90-801, 4.3.)				
1.5. Does the unit track identified hazards/discrepancies until closure? (AFI 91-202, 1.5.20.5.)				
1.6. Has the Primary and Alternate USR with 12 months retainability been appointed in writing by the commander? (36 WGI 91-202, 2.1 and 2.2.)				
1.7. Did the primary and alternate attend USR training course within 30 working days of appointment? (AFI 91-202, 2.2.)				
1.8. Provide AF Forms 978 within 5 calendar days. (36 WGI 91-202, 6.7.)				
1.9. Does USR conduct and document safety spot inspections at least monthly to ensure 100% unit coverage annually? (AFI 91-202, 8.5.6.)				
1.10. Does the USR attend scheduled USR meetings? (AFI 91-202, 8.5.8. and 36 WGI 91-202, 2.4.)				
1.11. Does the USR use the 36 WG/SEG Program Assessment Checklist to conduct safety self-inspections? (36 WGI 91-202, Attachment 4)				
1.12. Does the unit provide a response for Annual, Special and Spot inspection reports every 30 days until closure? (AFI 91-202, 3.5.1.)				

2. Ground Safety Management Book				
2.1. Does the USR maintain a ground safety management book IAW 36 WGI 91-202, Assessment Checklist? (36 WGI 91-202, Attachment 2)				
a) Tab A: Index				
b) Tab B: Appointment Letters/Record of training (AFI 91-202, 1.5.20.1.)				
c) Tab C: Wing and Unit Mishap Notification Procedures (36 WGI 91-202, 3.5.3., A1.1.3. and AFI 91-202, 8.5.3.)				
d) Tab D: Unit Areas/Facilities (AFI 91-202, 3.5.2.)				
e) Tab E: Annual Inspection Report. Maintain the last annual inspection report.				
f) Tab F: Documentation of USR monthly spot inspections. (AFI 91-202, 3.5.2.)				
g) Tab G: Hazard Reports and RAC 4/5 Log. Hazard Abatement Log with AF Form 3s Maintain information concerning hazards identified within your unit (such as: AF Forms 457, Hazard reports, and Safety Inspection findings). These are hazards or open findings from the unit's annual safety inspection.				
h) Tab H: Unit mishap log with AF Forms 978 and legacy PACAF Forms 161 submitted within 5 calendar days. (36 WGI 91-202, 3.2.)				
i) Tab I: General Correspondence. The following are examples that should be maintained within this section: Special unit guidance provided by the commander, copies of correspondence related to ground safety (i.e., special interest items, programs, publicity, and seasonal campaigns), actions taken at unit level regarding correspondence, and correspondence which do not fall under the purview of other sections within the GSMB.				
j) Tab J: Documentation of monthly Safety Meetings/safety information/material dissemination. (AFI 91- 202, 2.2.4.5. and 36 WGI 91-202, 3.4.)				
k) Tab K: Safety Meeting Minutes; Unit Safety Representative Meeting minutes. Maintain minutes for at least one year. (36 WGI 91-202, A1.1.11.)				
l) Tab L: Special Programs. Maintain listing of special programs found throughout the unit which apply to the work centers (Confined Spaces, Lock-Out/Tag-Out, and Blood Borne Pathogens, OMGVC Risk Assessments,				

etc). Special Programs in this Tab may also be kept in a separate book when an individual other than a USR is appointed as program manager.				
m) Tab M: Quarterly Commander’s Review of Safety Program (documentation of programs: SE, ORM, MUSTT,) (36 WGI 91-202, 2.5.) Utilize the <i>USR Quarterly Report to the Unit Commander Form</i> (36 WGI 91-202, Attachment 2A.)				
3. Bulletin Boards				
3.1. AFVA 91-209, <i>Air Force Occupational Safety and Health Program</i> .				
3.2. Unit mishap reporting procedures.				
3.3. CA-10 if Civilian Employees work in the area.				
3.4. Are AF Form 457, USAF Hazard Report, and instructions for use, readily available to all personnel? (Posted on safety bulletin boards.)				
3.5. Current Mishap Prevention information (posters, flyers, safety grams, etc.).				
3.6. Wing Safety current POCs.				
3.7. BE Industrial Hygiene surveys posted for a minimum of 10 days. (AFI 91-202, 1.5.20.10.)				
3.8. OSHA Form 300A (1 Feb – 30 Apr annually)				
4. Safety Training (AF Form 55/JSTO/SST/HAZCOM)				
4.1. Do supervisors create and conduct job safety training outlines (JSTO) with all required items? Consider, workcenter (local) HAZCOM Training, LO/TO Training, etc. (AFI 91-202, 1.5.21.4 and 2.3.3.)				
4.2. Have all personnel (military and civilian) received job safety training? (AFI 91-202, 2.3.3.1.)				
4.3. Do supervisors document the annual review of the workcenter JSTO? (AFI 91-202, 2.3.3.2.)				
4.4. Do all personnel (military and civilian) have job safety training documented on AF Form 55 or equivalent product? (AFI 91-202, 2.3.3.3.)				
4.5. Does the commander ensure personnel requiring supervisor safety training are scheduled and attend? (AFI 91-202, 2.3.2.)				
4.6. Does the unit document Supervisor Safety Training on AF Form 55 or equivalent product? (AFI 91-202, 2.3.3.3.)				
4.7. Do supervisors know the safety and occupational health standards that apply to their areas and ensure standards are available? (AFI 91-202, 1.5.21.1.)				

5. Unit ORM Program				
5.1. Does the commander ensure the principles of Risk Management (RM) are actively implemented and utilized within the unit at all levels? (AFI 91-802)				
5.2. Has the commander appointed a unit ORM Advisor (SSgt or above) in writing for program implementation/assessment? (PACAF Sup 90-901, A2.5, 6.1.4 and 7.1.3.)				
5.3. Has the unit level advisor completed the Application and Integration ORM course? (PACAF Sup 90-901, 6.2.3.)				
5.4. Does the commander ensure all personnel are trained on objectives and principles of Risk Management Fundamentals within 60 days of arrival? (PACAF Sup 90-901, 7.1.1.1.)				
5.5. Does the unit ORM Advisor maintain copies of ORM Analyses accomplished within the unit, if applicable? (PACAF Sup 90-901, A.2.2.)				
5.6. Does the supervisor use risk management techniques to analyze work environment and job tasks for hazards? JSA shall be used as part of this process. (AFI 91-202, 1.5.21.2.)				
6. Mishap Reporting				
6.1. Are written unit mishap reporting procedures established and used? (36 WGI 91-202, 6.1.)				
6.2. Are AF Form 978s signed by the commander sent to the Safety Office within 5 calendar days of the mishap occurrence? (36 WGI 91-202, 6.7.)				
7. Traffic Safety				
7.1. Has the commander identified any personnel that need to attend the AF Driver Improvement Program for the below situations? (AFI 91-207, 4.6.) - Personnel convicted of serious moving traffic violations or who have been determined to be at fault in a traffic accident involving a GMV. - Individuals who have been mandated to attend driver improvement training by an outside court.				
7.2. Have Risk Management (RM) Evaluations been accomplished when government off-road vehicles are authorized to be used in traffic, industrial, or pedestrian environments? Owing organizations shall complete a written RM evaluation on recreational type vehicles (i.e. Gators, off- road golf carts, agricultural carts, golf course maintenance tractors and carts). (AFI 91-207, 2.2.5.3.)				
7.3. Has a lesson plan for each recreational type vehicles been accomplished and documented?				

(AFI 91-207, 2.2.5.3.2.)				
7.4. Have operators of government owned ATVs completed the Specialty Vehicle Institute of America's ATV Rider Course? (AFI 91-207, 4.5.8.3.)				
8. Motorcycle Program				
8.1. Has unit commander appointed a Motorcycle Safety Representative (MSR) for the unit's motorcycle safety program? (AFI 91-207, 1.3.3.14., 1.3.4.3.)				
8.2. Does the MSR maintain the unit motorcycle roster in MUSTT? (AFI 91-207, 3.5.6.) - Squadron In-Processing/Out-Processing Checklist Recommended for Unit MSR.				
8.3. Has the Unit Commander or designated MSR(s) provided an initial briefing to all new or newly assigned motorcycle riders within 30 days from initial assignment, identification as a rider or purchase of a motorcycle? (AFI 91-207, 3.5.7.)				
8.4. Has an annual/pre-season motorcycle riders' briefing been performed by the unit commander or designated representative? (AFI 91-207, 3.5.8.)				
8.5. Is the MSR briefing personnel on motorcycle licensing, training, registration guidelines, etc? (AFI 91-207, 1.3.3.14.)				
8.4. Have all motorcycle operators attended an approved MSF course? (AFI 91-207, 4.5.1.)				
9. Personal Protective Equipment (PPE)				
9.1. Do commanders ensure a proactive mishap prevention program is implemented to include procurement and proper use of PPE, and facility compliance with AFI and OSHA standards. (AFI 91-202, 1.5.20.4.)				
9.2. Do supervisors exercise control over job tasks to ensure personnel follow all precautions and safety measures, including the proper use of PPE. (AFI 91-202, 1.5.21.6.)				
9.3. Do individuals use and maintain recommended and appropriate PPE for job tasks. Inspect and maintain PPE IAW TO, manufacturer's instructions or Bioenvironmental Engineering guidance. (AFI 91-202, 1.5.22.5.)				
9.4. Do supervisors conduct and document hazard assessments in each workplace where their employees are performing duties? If PPE is required, do supervisors ensure that PPE is provided, used and maintained in a sanitary serviceable condition? (AFI 91-203, 14.3.2.)				

<p>9.5. Are supervisors maintaining discipline with regard to personnel wearing properly fitted PPE? Do supervisors consult the installation Ground Safety office and BE concerning the selection and use of PPE? (AFI 91-203, 14.3.2.1.)</p>				
<p>9.6. Do supervisors contact BEE when workplace operations change to schedule appropriate evaluation when new hazardous materials are introduced, processed or procedures are changed, or engineering controls are modified or added? (AFI 91 203, 14.3.2.2.)</p>				
<p>9.7. Do personnel ensure provided PPE is used when required, adjusted to properly fit and maintained in a sanitary and serviceable condition? (AFI 91-203, 14.3.3.3.)</p>				
<p>9.8. Does PPE meet minimum requirements? (Provide adequate protection, reasonably comfortable, fit snugly without interfering with movement, durable, capable of being disinfected, can easily be cleaned and kept clean and in good repair) AFI 91-203, 14.4.2.1.</p>				
<p>10. HAZCOM</p>				
<p>10.1. Is the written work-area specific HAZCOM program include and met the following criteria IAW AFI 91-821, 3.1.?</p> <ul style="list-style-type: none"> A. Hazardous Chemical List B. Non-Routine Tasks Involving Hazardous Chemicals – OI, specific task list, and job safety analyses thoroughly describe non-routine tasks, associated hazards and controls. C. Labels and Other Forms of Warning – ensure labels on containers of hazardous chemicals used in their work area meet 29 CFR 1910.1200(f). D. Safety Data Sheet – Work areas shall maintain a SDS (paper or electronic) for every item on the work area-specific hazardous chemical list. E. Contractors in AF Work Areas – When an AF work area uses hazardous chemicals in a way that contractor employees may be exposed, then access to the work area-specific written HAZCOM program must be provided to the contractors’ area supervisor. F. Employee Information and Training - Supervisors and employees who handle, use, or are potentially exposed to hazardous chemicals in the course of official AF duties must be provided HAZCOM training prior to the use of hazardous chemicals. (Supervisor Training, Initial Worker Training, 				

Supplemental Worker Training, Activities Not Co-Located and Worker Knowledge Assessment).				
11. Eyewash				
11.1. Are permanently installed eyewash units conspicuously marked and accessible within 100 feet and no more than 10 seconds of reach to the exposure of hazardous materials? (AFI 91-203, 19.5 and 19.6.)				
11.2. Are energized circuits located within two (2) feet of emergency eyewash stations and five (5) of emergency shower stations protected by ground fault circuit interrupters (GFCI)? (AFI 91-203, 19.5.)				
11.3. Are permanently installed eyewash units inspected monthly? Does documentation include date of inspection and individual performing the inspection? (AFI 91-20, 19.9.2.)				
11.4. Are self-contained units tested and inspected IAW the manufacturer’s instructions? Where tap water is used, fluid shall be replaced at least monthly. 11.4.1. Is the fluid level shall be checked monthly. 11.4.2. Are tags or labels attached to the unit or adjacent to it, indicating the fluid change schedule? (AFI 91-203, 19.9.3.)				
12. Electrical Work Areas				
12.1. Do all Aircraft Maintenance personnel receive CPR training at least every two years? (AFI 91-203, 24.2.3.1.)				
12.2. Do all electrical workers (military and civilian) receive CPR training annually? (AFI 32-1064, 2.13.2.)				
12.3. Is emergency safety equipment available and situated in a conspicuous location, well-marked, and readily accessible by all personnel? (AFOSH 91-203, 8.12.)				
13. Hangar Doors Program				
13.1. Are only qualified personnel approved by the commander in writing authorized to operate the hangar doors? (AFI 91-203, 24.14.8.3.)				
13.2. Are written operating procedures outlining safety precautions published and posted next to operating controls? (AFI 91-203, 24.14.8.3.)				
13.3. Is a hinged cover or other device installed over the close switch to prevent inadvertent activation? (AFI 91-203, 24.14.8.2.)				
13.4. Are powered hangar doors equipped with alarm sounding devices with a sound that is distinguishable from the facility fire alarm and audible above normal				

noise levels? (AFI 91-203, 24.14.8.1.)				
13.5. Does the alarm sounding device automatically signal at least 5 seconds before any door section movement and sound continuously while the door is being operated and resets immediately after movement stops? (AFI 91-203, 24.14.8.1.)				
13.6. Are luminescent or reflective directional arrows placed adjacent to each switch and on horizontal sliding doors to indicate the direction of door travel for each corresponding switch? (AFI 91-203, 24.14.8.2.2.)				
14. Ladder Safety Program				
14.1. Portable Ladders:				
14.1.2. Are personnel who use ladders at four feet and higher trained in the care and use of different types of ladders when first assigned? Information presented during safety briefings shall satisfy the periodic training requirement. All training shall include hands-on instruction to include inspection of ladders for defects, possible electrocution hazards, proper positioning, and placement of ladders for various job sites. Training shall be documented IAW AFI 91-202 and AFI 91-203, 7.5.2.7.				
14.1.3. Are ladders with conductive side rails that are not marked for electrical hazards? Ladders not already marked with safety use instructions by the manufacturer shall be stenciled, —DANGER — DO NOT USE AROUND ELECTRICAL EQUIPMENT, in two-inch high red letters or the largest letters the surface shall allow (minimum letter size is one inch). (AFI 91-203, 7.5.2.2.6.)				
14.2. Fixed Ladders:				
14.2.1. Is a formal, fully documented inspection of all fixed ladders accomplished least every 3 years? Inspection documentation shall include the type ladder and safety climb device installed, location, a detailed list of all discrepancies, and corrective action status. (CES maintains documentation; however a copy of inspection documentation should be maintained at unit level). (AFI 91-203, 7.4.3.1.)				
14.2.2. Does the inspection documentation include the type ladder and safety climb device installed, location, a detailed list of all discrepancies and corrective action status? (AFOSH 91-501, 7.4.3.1.)				
15. Forklift Program				
15.1. Do workcenters requiring forklift training designate qualified personnel in writing as instructors?				

(AFOSH 91-203, 35.3.3.1.)				
15.2. Does materials handling and lifting equipment training include references 35.3.3.4.1- 35.3.3.4.15.? (AFI 91-203, 35.3.3.4.)				
15.3. Does the instructor provide initial training and certification to personnel who operate powered forklifts on the AF Form 171, Request for Driver's Training and Addition to U. S. Government Driver's License? (AFI 91-203, 35.3.3.3.)				
15.4. Does a qualified instructor evaluate each operator at least once every three years and provide refresher training. (AFI 91-203, 35.3.3.6.)				
15.5. Are all powered industrial trucks inspected daily or prior to use by the operator and documented on AF Form 1800, Operator's Inspection Guide and Trouble Report , for industrial tractors and tugs and AF Form 1800/1810, Operator's Inspection Guide and Trouble Report , for forklifts? (AFI 91-203, 35.3.6.)				
15.6. Indoor ventilation: Has BE personnel conducted exhaust testing to preclude exposure to carbon monoxide when internal combustion engine equipment is used inside warehouses? (AFI 91-203, 35.3.5.1.)				
16. Hoist/Crane Program				
16.1. Do annual hoist/crane inspections include: (AFI 91-203)				
16.2. Complete inspection of all wire rope, chain, and fittings or attachments. (AFI 91-203, 35.5.2.3.2.1.)				
16.3. Inspection of brakes, pawls, or other holding features. (AFI 91-203, 35.5.2.3.2.2.)				
16.4. Inspection of the chain length. Chains that have elongated more than one-fourth of an inch in 12 inches shall be removed from service. (AFI 91-203, 35.5.2.3.2.3.)				
16.5. Are hoist identification tags attached to all hoists/cranes? (AFI 91-203, 35.5.2.3.3.) Tags shall include:				
16.6. Date of annual inspection (AFI 91-203, 35.5.2.3.3.1.)				
16.7. Date of load test (AFI 91-203, 35.5.2.3.3.2.)				
16.8. Capacity of hoist (AFI 91-203, 35.5.2.3.3.3.)				
16.9. Identification number of hoist (AFI 91-203, 35.5.2.3.3.4.)				
16.10. Are hoists operated only by personnel trained and qualified to use the equipment? (AFI 91-203, 35.6.3.3.)				
16.11. Are cranes operated only by properly trained and				

<p>qualified personnel? (AFI 91-203, 35.9.2.2.)</p>				
<p>16.12. Crane and Powered Hoist: Is a visual inspection performed by the operator or designated person daily or prior to use? Is the inspection documented on an Air Force Technical Order (AFTO) Form 244, Industrial/Support Equipment Record, annotating AFI 91-203, 35.1.5.1.? 16.12.1. The inspection date. 16.12.2. The inspection time. 16.12.3. Initials of the person performing the inspection. 16.12.4. Any discrepancies noted during the inspection.</p>				
<p>17. Fall Protection Program {General Industry/Construction/Aircraft Flightline Operations}</p>				
<p>17.1. General Industry. Passive fall protection shall be provided whenever workers can fall four (4) feet or more. This four (4) foot rule applies to all walking and working surfaces and includes open-sided floors and platforms, wall openings and window wall openings at a stairway landing, floor, platform or balcony with a drop of four (4) feet or more. (AFI 91-203, 13.2.2.)</p>				
<p>17.2. Construction Operations. Fall protection shall be provided when workers can fall six (6) feet or more. This six (6) foot rule applies to all walking and working surfaces, including scaffolding, roofs, open-sided floors and platforms, wall openings and window wall openings at a stairway landing, floor, platform or balcony with a drop of six (6) feet or more. (AFI 91-203, 13.1.4.)</p>				
<p>17.3. Does the squadron have competent person, this means a person who can identify hazardous or dangerous conditions in personal fall arrest systems (PFAS) or any component thereof, and their applications and uses with related fall protection equipment? (AFI 91-203, 13.1.3.)</p>				
<p>17.4. Are supervisors ensuring initial and recurring training and training evaluations are provided to shop personnel on fall protection/fall arrest systems prior to initial use? (AFI 91-203, 13.5.1.3.)</p>				
<p>17.5. Does Fall Protection Training include? (AFI 91-203, 13.6.) 17.5.1. Application limits 17.5.2. Proper anchoring and tie-off techniques 17.5.3. Estimation of free fall distance 17.5.4. Determination of deceleration distance 17.5.5. Total fall distance to prevent striking a lower level 17.5.6. Methods of use</p>				

17.5.7. Inspection 17.5.8. Storage 17.5.9. Manufacturer's recommendations				
17.6. Is Fall Protection training documented on the AF Form 623/55 or equivalent? (AFI 91-203, 13.6.)				
17.7. Are personnel using their fall protection equipment correctly? (AFI 91-203, 13.5.)				
17.8. Do supervisors shall ensure all PFAS components receive a thorough inspection at least quarterly? This inspection shall be documented and maintained for at least one year. (AFI 91-203, 13.4.6.10.3.)				
17.9. Has a self-inspection checklist been prepared and accomplished annually IAW TO 00-25-245. Checklist shall include all relevant information on fall protection/fall arrest systems, i.e., proper care, maintaining and inspection of fall protection/fall arrest systems equipment, training program, etc. The self-inspection shall be documented and maintained until the next self-inspection is performed. (AFI 91-203, 13.5.1.5.)				
17.10. Is the in service date of fall protection equipment documented? The service life of fall protection equipment manufactured of synthetic fiber shall be five (5) years (unless otherwise specified by the manufacturer). (AFI 91-203, 13.4.6.2.1.)				
17.11. Aircraft Flightline Operations, If Procedurals controls are used: Local procedural controls, driven by conditions unique to a local facility or equipment design, or local operational requirements, shall be developed and documented in a JSA IAW AFI 91-202 by the maintenance group (or equivalent), approved by the maintenance group commander and coordinated with the organizational/appropriate Ground Safety office before the procedural controls are used. (AFI 91-203, 24.16.5.3.)				
18. Hearing Protection Program				
18.1. Does the unit have workcenters assigned to the Hearing Conservation Program?				
18.2. Is Hearing Conservation Program briefed in workcenter Job Safety Training? (AFI 91-202, A5.2.5.)				
19. Respiratory Protection Program				
19.1. Does the unit have workcenters assigned to the Respiratory Protection Program?				
19.2. Is respiratory protection program briefed in workcenter Job Safety Training? (AFI 91-202, A5.2.8.)				
19.3. Do employees receive initial and periodic fit				

testing (annual, and as changes occur) for industrial respiratory protection? (AFI 48-137, 2.21.7.)				
20. Lockout/Tagout Program (LOTO)				
20.1. Does unit have workcenters that requires a LO/TO program? If No, skip to next section of this checklist. Workcenter: _____ (separate checklist per work center with LO/TO)				
20.2. Is LO/TO Awareness training defined in the workcenter Job Safety Training for all assigned personnel within the workcenter (affected employees)? (AFI 91-203 21.5.1., 21.5.1.1., and 21.5.1.2.)				
20.3. Is LO/TO training documented? All training, i.e., familiarization, initial and recurring, shall be documented. Training documentation shall be certified, current, include each individual's name, type and dates of training and be documented on the AF IMT 55, <i>Employee Safety and Health Record</i> , or equivalent product IAW AFI 91-202. All training documentation shall be readily available during inspections and LOTO program evaluations? (AFI 91-203, 21.5.5.)				
20.4. Does the work center maintain the following?				
20.4.1. LO/TO Authorization Letter. (AFI 91-203, 21.3.5.4.)				
20.4.2. Equipment Identification Survey. (AFI 91-203, 21.5.2.2.)				
20.4.3. LO/TO Procedures-must include 9 steps. (AFI 91-203, 21.4.9.2.)				
20.4.4. LO/TO Control Log. (AFI 91-203, 21.4.9.2.)				
20.4.5. LO/TO Inventory and Location of Locks. (AFI 91-203, 21.3.5.8.)				
20.4.6. Program Evaluation to include: 20.4.6.1. Shop Semi-Annual Inspection Date. (AFI 91-203, 21.6.) 20.4.6.2. Annual Wing Safety Inspection. (AFI 91-203, 21.6.)				
20.4.7. LO/TO Training and Documentation. (AFI 91-203, 21.5.2-21.5.5.)				
20.5. Does LO/TO training address that the authorized employee must have knowledge of the type and magnitude of the energy source, hazards of the energy source to be controlled and the method or means to control the energy? (AFI 91-203, 21.5.2.1.)				
20.6. Are procedures developed and documented for the safe and proper use of LO/TO devices?				

(AFI 91-203, 21.2.1.4.)				
20.7. Do authorized employees validate machine or equipment de-energized or isolated? (AFI 91-203, 21.4.2.6.3.)				
20.8. Once system is locked and tagged out, is all potentially stored or residual energy relieved, disconnected, or restrained? (AFI 91-203, 21.4.2.6.)				
20.9. Do procedures ensure the machine or equipment is clear of all items before the removal of lockout devices and restoration of energy to equipment or machine? (AFOSH 91-203, 21.4.2.8.2.2.)				
20.10. Have machines and equipment been identified on which the LO/TO Program is used? (AFI 91-203, 21.3.9.2—listed in Tab 2 Equipment Survey)				
20.11. Are affected employees notified before LO/TO is applied and again upon removal of LO/TO within the workcenter? (AFI 91-203, 21.4.2.2., 21.4.2.9.2.—listed in Tab 3 Procedures.)				
20.12. Are specific procedures developed and utilized during shift or personnel changes to ensure the continuity of LO/TO protection, (orderly transfer of these devices between off going and on coming supervisors)? (AFI 91-203, 21.4.10.)				
20.13. Is an adequate supply of safety tags and locks available for use? (AFI 91-203 para 21.3.3.)				
20.14. Are shop LO/TO self-inspections conducted and documented at least semi-annually by the unit? (AFI 91-203, 21.6.1.)				
20.15. Are functional managers and commanders ensuring inspections of LOTO procedures within their organizations are conducted by an individual above the shop level to verify and document effectiveness of energy control procedures? (AFI 91-203, 21.6.2.)				
20.16. Is an inspection of the LO/TO program conducted at least annually by ground Safety? (AFI 91-203, 21.6.2.)				
21. Confined Space Program (CS)				
21.1. Does the unit maintain a complete inventory of all confined spaces in unit facilities or confined spaces unit personnel may enter? (AFI 91-203, 23.2.7.4.)				
21.2. Has the unit provided a copy of the list of all confined spaces, permit-required and non-permit, to the installation CSPT and Environmental Management office? The list shall include, at a minimum, the number of spaces (quantity), type (with every entry point uniquely identified				

and listed) and exact location (e.g., grid coordinates, GPS coordinates, if available, highlighted maps, if necessary). (AFI 91-203, 23.2.7.5.)				
21.3. Does the unit have Permit Required confined spaces in their facilities? If so:				
21.4. Are permit-required confined spaces labeled with a sign: "DANGER —PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" and/or secured to prevent accidental entry where workers or other employees could inadvertently enter, and are all workers briefed to stay out? (AFI 91-203, 23.3.5.)				
21.5. Does the unit maintain initial testing and evaluation of each confined space (confined space assessments)? (AFI 91-203, 23.3.3.)				
21.6. Do unit personnel enter permit-required confined spaces? If N/A, skip to next section of this checklist. Workcenter: _____ (separate confined space checklist per work center)				
21.7. Does the unit document all confined space training on the AF Form 55 or equivalent? (AFI 91-203, 23.7.5.)				
21.8. Do all confined space rescue team members receive annual training? (CEF & MXS Fuel Cell) (AFI 91-203, 23.7.3.1.)				
21.9. Does the workcenter have a confined space entry plan (MEP) approved by Safety, Fire, and Bio annually? (AFI 91 -203, 23.5.4.10.)				
21.10. Does the workcenter have a confined space lesson plan approved by Safety, Fire, and Bio annually? (AFI 91-203, 23.7.1.1.)				
21.11. Does the MEP? (AFI 91-203, 23.2.5.4.)				
21.11.1. Describe the acceptable entry conditions, including acceptable atmospheric conditions, under which permits may be issued. (AFI 91-203, 23.2.5.4.1.)				
21.11.2. Designate entry supervisors. (AFI 91-203, 23.2.5.4.2.)				
21.11.3. Identify types and locations of spaces to be entered and types of tasks or operations to be performed. (AFI 91-203, 23.2.5.4.3.)				
21.11.4. List either by reference or direct statement in the MEP the procedures to be used for entry, e.g., shop OI that cover specific tasks. (AFI 91-203, 23.2.5.4.4.)				
21.11.5. Account for around-the-clock operations, when appropriate. (AFI 91-203, 23.2.5.4.5.)				
21.11.6. List PPE, monitoring and rescue equipment, and conditions under which it shall be used. (AFI 91-203, 23.2.5.4.6.)				

21.11.7. Designate frequency and type of atmospheric monitoring. (AFI 91-203, 23.2.5.4.7.)				
21.11.8. List other controls required, e.g., lockout and/or tagout, ventilation. (AFI 91-203, 23.2.5.4.8.)				
21.11.9. List chemicals and quantities authorized for use. List expected exposure levels based on air sampling results. Based on exposure levels, perform reassessments of the confined spaces IAW requirements in paragraph 23.2.5.4.7. (AFI 91-203, 23.2.5.4.9.)				
21.11.10. List conditions under which the space may be reclassified as described in paragraph 23.5.4.11. (AFI 91-203, 23.2.5.4.10.)				
21.11.11. Provide procedures for amending the MEP. (AFI 91-203, 23.2.5.4.11.)				
21.11.12. Require verification of the condition of all monitoring equipment and PPE. (AFI 91-203, 23.2.5.4.12.)				
21.11.13. Be maintained by the entry supervisor at the worksite. (AFI 91-203, 23.2.5.4.13.)				
21.11.14. Include provisions for entry during potential emergency situations. (AFI 91-203, 23.5.1.2.)				
21.11.15. Establish emergency rescue procedures for each permit-required confined space. Include provisions for entry during potential emergency situations to include IDLH conditions. Refer to paragraph 23.6 for additional guidance. (AFI 91-203, 23.2.5.4.15.)				
21.11.16. Establish communication procedures and identify communication equipment to be used during entries. (AFI 91-203, 23.2.5.4.16.)				
21.11.17. Require the ready availability of rescue, atmospheric testing and safety-related equipment such as lifting or retrieval devices, respiratory equipment and other equipment, as necessary, for the entry as determined by the permit system. (AFI 91-203, 23.2.5.4.17.)				
21.11.18. Require adequate attachment points outside the confined space for tying-off or otherwise securing retrieval lines for all authorized entrants. (AFI 91-203, 23.2.5.4.18.)				
21.11.19. Require an equivalent method for rescue when retrieval lines themselves may constitute an entanglement hazard or otherwise cannot be used. (AFI 91-203, 23.2.5.4.19.)				
21.11.20. Require availability of a rescue team. If the installation FES Flight is not available, verify availability of an organizational rescue team or other emergency				

rescue team. The operation shall be halted if the primary rescue team becomes unavailable until the primary team returns or a secondary trained and qualified team is available. (AFI 91-203, 23.2.5.4.20.)				
21.11.21. Require a reliable method, i.e., telephone, radio, etc., for summoning the rescue team and ensure it is operable, on hand or easily accessible. (AFI 91-203, 23.2.5.4.21.)				
21.11.22. Require functional manager or shop supervisor brief entry supervisor(s) on their duties prior to performing the operation. (AFI 91-203, 23.2.5.4.22.)				
21.12. Does the supervisor issue entry permits consistent with the MEP. (AFI 91-203, 23.2.8.1.1.)				
21.13. Are AF Form 1024s completed IAW approved MEP: 21.13.1. 1024 Section 7: Preparation documented IAW MEP 21.13.2. 1024 Section 8: Atmospheric readings (initial and intervals) documented IAW MEP Section 7 documented intervals 21.13.3. Supervisor signatures (space open time and space closed time) (AFI 91-203, 23.10.2.5; 23.10.2.6.)				
21.14. Are AF Form 1024s issued maintained on file for one year? (AFI 91-203, Figure 23.2, AF Form 1024)				
21.15. Does the unit provide the installation Ground Safety office an annual status report on the installation's confined space program. The report shall include, as a minimum, the number and type of confined spaces, the installation's major issues/challenges, the number of personnel trained on confined space operations and the number of entry permits and MEPs approved. (AFI 91-203, 23.2.5.13.)				
21.16. Does the workcenter contact SEG/Fire/BE for non-routine entry permits? (AFI 91-203, 23.6.1.)				

Attachment 5

ADWSR PROGRAM CHECKLIST

Table A5.1. ADWSR Program Checklist

	Yes	No	N/A	Notes
1. ADWSR Management				
NOTE: Chemical munitions requirements are identical to explosive requirements.				
1.1. Have all personnel (supervisory and non-supervisory) who operate, handle, transport, maintain, load, or dispose of missiles, explosives received initial/annual weapons safety training before performing any tasks? (AFI 91-202)				
1.2. Are procedures established and published for mishap notification? (AFI 91-202)				
1.3. Have unit lesson plans been developed to conduct initial and recurring training? (AFI 91-202)				
1.4. Are locally developed lesson plans coordinated through Wing Safety? (PACAFI 91-202)				
1.5. Is training conducted by unit weapons / explosives representative(s) or qualified instructor(s)? (PACAFI 91-202)				
1.6. Does the unit commander develop and implement safety program elements in his/her unit? (AFI 91-202)				
1.7. Is supervision aware and do they recognize deserving personnel or units by supporting the 36th Wing Mishap Prevention, 11th AF, and the PACAF Annual Safety Awards Program? (AFI 36-2833)				
1.8. If heat producing devices are required that produce temperatures higher than 228 degrees Fahrenheit, are written instructions developed and coordinated with weapons safety and the fire department for approval? (AFMAN 91-201)				
1.9. Are supervisors knowledgeable of hazards involved in the operation, convey emergency procedures to workers and maintain strict housekeeping standards? (AFMAN 91-201)				
1.10. Are personnel technically trained and qualified to perform the task being conducted? (AFMAN 91-201)				
1.11. Is the cardinal principal of explosive safety (expose the minimum number of people to the minimum amount of explosives for the minimum amount of time) observed? (AFMAN 91-201)				
1.12. Does the unit ensure that the fire department pre-fire plans reflect current hazards? (AFMAN 91-201)				

1.13. Are local written instructions for explosive operations available and approved by the squadron commander or equivalent? (AFMAN 91-201)				
1.14. Do written instructions contain the minimum required items? (AFMAN 91-201)				
1.15. Does each storage/license location have suitable ventilation? (AFMAN 91-201)				
1.16. Are unserviceable/expended items turned in to the base munitions storage area as quickly as possible to preclude build-up of unserviceable NEWQD? Unserviceable NEWQD must be counted against the total NEWQD of the licensed facility. (AFMAN 91-201)				
1.17. Is the fire alarm communication center notified when an explosive fire, chemical hazard and/or fire direction symbol is changed or added to a facility? (AFMAN 91-201)				
1.18. Is flammable storage located at least 50 feet from explosive locations? (AFMAN 91-201)				
1.19. Is good housekeeping apparent in explosive storage/license facilities and operating locations? (AFMAN 91-201)				
1.20. Are storage/license locations maintained in good repair and suitable for the types and hazards involved? (AFMAN 91-201)				
2. ADWSR Responsibilities				
2.1. Does the ADWSR ensure that operating instructions, lesson plans, and explosive licenses are reviewed and coordinated with the proper agencies and are they reviewed during the annual inspection/assessment? (AFI 91-202, WG. Sup 1)				
2.2. Does the ADWSR perform and document spot inspections on all explosives activities in their unit? (AFI 91-202, WG Sup 1)				
a. Are all shifts included?				
b. Has the commander published inspection frequency guidance?				
c. Are spot inspection discrepancies monitored until corrected?				
2.3. Does the ADWSR monitor compliance with safety directives, safety training and use of qualified personnel/equipment within their unit? (AFI 91-202, WG Sup 1)				
2.4. Does the ADWSR distribute safety data and post information to bulletin boards? (AFI 91-202, WG Sup 1)				
2.5. Has the ADWSR been appointed in the organizations				

that handle, maintain, store, install or remove missiles, explosives, chemicals or nuclear weapons? (PACAFI 91-202)				
2.6. Does the ADWSR inform the commander of unit specific weapons safety issues and weapons safety program? (AFI 91-202, WG SUP 1)				
2.7. Has the newly appointed ADWSR attended training within 30 days of being appointed? (AFI 91-202)				
2.8. Does the ADWSR maintain a weapons safety continuity book? (AFI 91-202, WG Sup 1)				
2.9. Has the ADWSR established and published written internal explosive mishap reporting procedures? (AFI 91-202, WG Sup 1)				
3. ADWSR Explosive Facility Licenses				
3.1. Are facilities that are not explosives sited and store small amounts of Ammunition and Explosives (AE) licensed in accordance with Chapter 11? (AFMAN 91-201)				
3.2. Are explosive licenses reviewed annually? (AFMAN 91-201)				
3.3. Are explosive licenses coordinated through responsible Munitions Accountable System Officer, the local Security Forces Resource Protection office and the Base Fire Protection agency prior to being approved by the installation Weapons Safety Office? (AFMAN 91-201)				
3.4. Are fire extinguisher(s) type, quantity, and placement as designated by the Fire Department included on the license? (AFMAN 91-201)				
3.5. Are explosive licenses clearly displayed at the location and current? (AFMAN 91-201)				
a. Do licenses clearly state location of explosives authorized? (AFMAN 91-201)				
b. Are stored explosive quantities within licensed authorization? (AFMAN 91-201)				
c. Are licenses updated each time the HD, NEWQD, CG, or quantity of AE items change? (AFMAN 91-201)				
3.6. Has a local OI been produced to cover storage, issue, transporting, and assembly procedures of explosives? (AFMAN 91-201)				
a. Non-explosives Waste Materials. (AFMAN 91-201)				
b. Explosives Residue. (AFMAN 91-201)				
c. Cleaning Compounds. (AFMAN 91-201)				

3.7. Is the fire alarm communication center notified when an explosive fire, chemical hazard and/or fire direction symbol is changed or added to a facility? (AFMAN 91-201)				
3.8. Is good housekeeping enforced? (AFMAN 91-201)				
3.9. Are explosives operating and personnel limits posted at appropriate explosive locations? (AFMAN 91-201)				
3.10. Are appropriate fire and chemical hazard symbols posted on the door leading to the explosives area? (AFMAN 91-201)				
3.11. Are fire extinguishers readily available at the facility? (AFMAN 91-201)				
3.12. Is the structure/facility used for storage locked and secured to prevent pilferage and unauthorized handling? (AFMAM 91-201)				
3.13. Are outer containers in good condition and securely closed? (AFMAN 91-201)				
3.14. Are unserviceable explosive items segregated and properly marked? (AFMAN 91-201)				
3.15. Are training items physically separated from the live items they represent? (AFMAN 91-201)				
3.16. Does the local quantity in storage not exceed the level authorized by the license and the smallest quantity needed? (AFMAN 91-201)				
3.17. Are all parts of explosives stacks provided ventilation by the use of dunnage? (AFMAN 91-201)				
3.18. Are the stocks provided dunnage for ventilation when required by civil engineering, logistics or bioenvironmental directives? (AFMAN 91-201)				
3.19. Are static grounds for equipment inspected? (AFI 32-1065)				
3.20. Are suitable fragmentation barriers used for class/division 1.2.2 or (04) 1.2 explosives? (AFMAN 91-201)				
3.21. Is smoking allowed in an explosives storage area or operating location only in specifically designated locations, where "authorized smoking areas" signs are posted? (AFMAN 91-201)				
3.22. When unpackaged EED items are stored in the licensed facility are grounding points available for personnel to discharge static electricity prior to handling explosives? (AFMAN 91-201)				
3.23. Are munitions properly closed and clearly marked to show contents and quantity? (AFMAN 91-201 / TO 11A-1-10 / Specific Item TO)				

4. ADWSR Transportation				
4.1. Are Air Force drivers qualified to operate the vehicle and knowledgeable of the explosives being transported and associated hazards? In addition, do Air Force civilian drivers have Commercial Drivers Licenses, with a hazardous materials endorsement, to transport explosives off a military installation? (AFI 24-301)				
4.2. Are drivers aware of and comply with all transportation requirements? (AFMAN 91-201)				
4.3. Are explosive laden vehicles equipped with at least two serviceable, portable fire extinguishers rated at a minimum of 2A:10BC? In addition, is one mounted on the exterior driver's side and one mounted inside the cab? (AFMAN 91-201)				
4.4. Are explosives placarding requirements being met? (AFMAN 91-201, 36 WG SUP)				
4.5. Has a LOI been approved to transport personnel and limited quantities of explosives in the cargo compartments of vehicles when required? (AFMAN 91-201)				
4.6. Are battery, diesel or gasoline powered equipment not stored in explosive operating or storage locations? (AFMAN 91-201)				
4.7. Are vehicles inspected prior to transporting explosives and do they meet the minimum guidelines? (AFMAN 91-201)				
4.8. Are explosive loaded vehicles and material handling equipment (MHE) chocked when parked and the driver is not behind the wheel? (AFMAN 91-201)				
4.9. Are explosives properly secured prior to transport? (AFMAN 91-201)				
4.10. Is only authorized maintenance being performed on explosive laden vehicles? (AFMAN 91-201)				
4.11. All vehicles to be used for off-base shipments of explosives will be inspected by shipping activities before and after loading for compliance with safety regulations. Are DD Form 626s completed according to DTR 4500.9R, Part 2, Chapter 204? (AFMAN 91-201)				
4.12. When transporting items containing Electro-Explosive Device (EEDs) are the requirements being met? (AFMAN 91-201)				
4.13. Are seats and safety belts provided for all personnel? (AFI 91-207)				
4.14. Are personnel aware of the primary and alternate explosive routes on base? (AFMAN 91-201)				

4.15. Are explosives handled by only trained personnel? (AFI 91-201)				
4.16. Is smoking prohibited within 50 feet of any conveyance or material handling equipment loaded with explosive items? (AFMAN 91-201)				
4.17. Do explosives loaded / unloaded from a motor vehicle while the engine is running meet the requirements listed? (AFMAN 91-201)				
4.18. Do containers prevent item to item contact and are they marked to identify their contents? (AFMAN 91-201)				
4.19. Are munitions / containers tumbled, dragged, dropped, thrown, rolled, or walked? Containers designed with skids may be pushed or pulled for positioning. (AFMAN 91-201)				
4.20. Are explosives laden vehicles not left unattended except as required in the event of an electrical storm (see Section 7H), unless parked in the munitions storage area or flightline munitions holding area? (AFMAN 91-201)				
4.21. Are supervisors knowledgeable of steps to take when an abnormal condition exists? (AFMAN 91-201)				

Attachment 6

WING INSPECTION RATING SCALE

A6.1. 36th Wing Safety Office may include assessment reports with annual reports. The assessment report shall be sent to the commander of the organization assessed. Assessment reports shall have ratings assigned. The unit is; Outstanding, Satisfactory or Unsatisfactory. Each applicable program management area is scored from 0 (requirement nonexistent) to 4 (exceed requirements). Each score is added and the total is divided by the number of applicable programs. The final rating is based on the point average of compliance. Repeat findings shall be highlighted and may result in an unsatisfactory grade depending on the severity of the repeat. The following areas may be assessed:

Table A6.1. Wing Inspection Rating Scale

1. Unit Commanders and Functional Manager Support of the USAF Mishap Prevention Program:				
0 points	1 point	2 points	3 points	4 points
CC does not support the safety program. Repeat findings annotated during inspection.	CC gives minimal support to the program.	CC supports the safety program.	CC gives strong support to the safety program.	CC intimately involved in the safety program
2. USR Involvement:				
0 points	1 point	2 points	3 points	4 points
USR does not accomplish safety tasks. Repeat findings annotated during inspection.	USR accomplishes some safety tasks.	USR accomplishes most safety tasks.	USR meets or exceeds most safety requirements.	USR exceeds requirements in all areas.
3. Unit Self-Inspection:				
0 points	1 point	2 points	3 points	4 points
The USR book does not contain the Self-Inspection checklist.	The USR book contains the Self-Inspection checklist.	USR has accomplished and documented the Self-Inspection.	USR aggressively tracking open findings from Self-Inspection.	Self-Inspection program highly effective within the unit.
4. Bulletin Boards:				
0 points	1 point	2 points	3 points	4 points
Unit does not have a bulletin board(s) for required safety information.	Bulletin board(s) exists but missing required forms.	Bulletin board exists and has required documents but information is not correct.	Bulletin board meets all requirements.	Bulletin board exceeds requirements.
5. Hazard Reporting:				
0 points	1 point	2 points	3 points	4 points
The unit has no hazard reporting program.	The unit's hazard reporting program is weak.	The unit's program has minor deficiencies.	The unit program meets minimum requirements.	The unit's program exceeds minimum requirements.
6. Spot Inspection Program:				
0 points	1 point	2 points	3 points	4 points
There is no spot inspection program.	Spot inspection program is weak.	Spot inspections meet most requirements.	Spot inspections meet minimum requirements.	Spot inspection program exceeds requirements.

7. Job Safety Training:				
0 points	1 point	2 points	3 points	4 points
Training is not effectively accomplished.	Training is being accomplished but has shortfalls in critical areas.	Training is being accomplished but has shortfalls in minor areas.	Training meets all and requirements.	Training exceeds requirements in all areas.
8. Safety Education Program:				
0 points	1 point	2 points	3 points	4 points
Unit does not support safety education efforts.	Unit shows minimal support.	Some personnel have attended.	Most required personnel have attended.	All required personnel have attended.
9. Motorcycle Safety Program:				
0 points	1 point	2 points	3 points	4 points
Motorcycle Safety program does not exist.	Motorcycle Safety program exists but is not a viable product	Motorcycle Safety program has only minor deficiencies	Motorcycle Safety program meets all requirements	Motorcycle Safety program exceeds requirements
10. Hazardous Communication Program:				
0 points	1 point	2 points	3 points	4 points
HAZCOM program does not exist	HAZCOM program has major deficiencies.	HAZCOM program has only minor deficiencies.	HAZCOM program meets all requirements.	HAZCOM program exceeds several requirements.
11. Hazardous Energy Control (LOCKOUT/TAGOUT) Program:				
0 points	1 point	2 points	3 points	4 points
Lockout/Tagout program does not exist	Lockout/Tagout program has major deficiencies	Lockout/Tagout has only minor deficiencies	Lockout/Tagout program meets all requirements	Lockout/Tagout program exceeds requirements
12. Hoist and Crane Program:				
0 points	1 point	2 points	3 points	4 points
Hoist and Crane program does not exist.	Hoist and Crane program has major deficiencies	Hoist and Crane program has only minor deficiencies	Hoist and Crane program meets all requirements	Hoist and Crane program exceeds requirements
13. Fire Extinguisher Training:				
0 points	1 point	2 points	3 points	4 points
Fire Extinguisher Training program does not exist	Fire Extinguisher Training program exists but is not being maintained	Fire Extinguisher Training program has only minor deficiencies	Fire Extinguisher Training program meets all requirements	Fire Extinguisher Training program exceeds requirements
14. Forklift Training:				
0 points	1 point	2 points	3 points	4 points
Forklift Training program does not exist	Forklift Training program exists but is not being accomplished	Forklift Training program has only minor deficiencies	Forklift Training program meets all requirements	Forklift Training program exceeds requirements
15. Utility type and Off-Road Vehicles:				
0 points	1 point	2 points	3 points	4 points
Utility Vehicle Training program does not exist	Utility Vehicle program exists but is not being accomplished	Utility Vehicle program has only minor deficiencies	Utility Vehicle program meets all requirements	Utility Vehicle program exceeds requirements
16. Hangar Door Safety Program:				
0 points	1 point	2 points	3 points	4 points
Hangar Door program does not exist	Hangar Door program exists but is not being accomplished	Hangar Door program has only minor deficiencies	Hangar Door program meets all requirements	Hangar Door program exceeds requirements

17. Unit Mishap Reporting (Graded) & Trend Analysis (Not Graded):				
0 points	1 point	2 points	3 points	4 points
Mishap reporting program does not exist	Mishap reporting program exists but is not being accomplished	Mishap reporting program has only minor deficiencies	Mishap reporting program meets all requirements	Mishap reporting program exceeds requirements
18. Confined Spaces and Control of Hazardous Energy: Not assessed. The Confined Space Program is assessed in the month of July by the Confined Space Program Team (CSPT)				
0 points	1 point	2 points	3 points	4 points
Hangar Door program does not exist	Hangar Door program exists but is not being accomplished	Hangar Door program has only minor deficiencies	Hangar Door program meets all requirements	Hangar Door program exceeds requirements

Attachment 7

ANNUAL GROUND OR WEAPONS SAFETY INSPECTION CORRECTIVE ACTIONS
EXAMPLE MFR

Figure A7.1. Annual Ground or Weapons Safety Inspection Corrective Actions Example MFR

	<p style="text-align: center;">DEPARTMENT OF THE AIR FORCE HEADQUARTERS, 36TH WING (PACAF) ANDERSEN AIR FORCE BASE, GUAM</p>
<i>XX Month 20XX</i>	
MEMORANDUM FOR 36 WG/SEG	
FROM: <i>36 XX/CC (or unit equivalent)</i>	
SUBJECT: <i>36 XX (or unit equivalent) add "30 Day Follow Up" as required</i>	
1. Listed below are the corrective actions and respective statuses for the discrepancies reported during the Annual Ground/Weapons Safety Inspection conducted <i>XX-XX Month 20XX</i> .	
Discrepancy #XXX: <i>Write "Repeat:" or "2X Repeat:" if required, then write what the cited discrepancy description. Note bold text.</i>	
Corrective Action: <i>Write what the corrective action is. Any resulting Civil Engineering Work Order Tracking Number(s) and estimated/desired completion date(s) MUST be included. Note bold text.</i>	
Status: <i>Write "Complete" or "Estimated completion date is (provide answer/rational)" or "Estimated completion date is undetermined because (provide answer/rational)."</i>	
2. The <i>36 XX (or unit equivalent)</i> Unit Safety Program Representative (USR) shall continue to track all open discrepancies and shall provide an updated Annual Ground Safety Inspection Corrective Actions memorandum every 30 days to the 36 WG/SEG office until all corrective actions are complete.	
3. If you have any questions, please contact the <i>36 XX (or unit equivalent)</i> USR, <i>write rank and first/last name</i> , at DSN <i>XXX-XXX</i> .	
I. AIM HIGH, Rank, USAF Commander (or designated representative)	

Attachment 8

CIVIL ENGINEERING WORK ORDER REQUEST PROCEDURES

A8.1. For all safety inspection write-up(s), findings, or discrepancies which required CE support, please have your facility manager closely follow the below instructions and follow up actions. Please assure your facility manager completes the below instructions **BEFORE the aforementioned 30 calendar day suspense.**

A8.2. Complete an AF FORM 332 (Base Civil Engineer Work Request) to include Blocks 1-3 and 5-16 (Block 4 shall be filled in later). Be sure to clearly specify and thoroughly describe the work required in Block 8 (Description of Work to be Accomplished). Please include sketch or plan when applicable or to better communicate the desired work.

A8.3. When completing Block 9 (Brief Justification for Work to be Accomplished), please reference the specific safety inspection name, date, safety write-up discrepancy tracking number(s), the specific safety inspection write-up, finding, or discrepancy verbiage, AFI or reference numbers as required, and any related Risk Assessment Codes (RAC). Of note, one AF FORM 332 may account for multiple reported discrepancies as long as the discrepancies are all referenced in Block 9, all the work requested is identical in scope, and contained within the same facility.

A8.4. E-mail your completed AF FORM 332 (minus Block 4) to the 36th CE Customer Service office at 36ces.service@us.af.mil. Of note, you may also hand-walk the AF FORM 332 to the CE Customer Service office in Bldg 18001. The AF FORM 332 shall then be reviewed by the CE Customer Service office for information completeness. If the CE Customer Service office deems the AF FORM 332 has adequate information, a Work Order Tracking Number shall be assigned to it. The CE Customer Service office shall then e-mail the Work Order Tracking Number back to you within approximately two duty days. Of note, if the CE Customer Service office deems the AF FORM 332 does not have adequate information, the AF FORM 332 shall be returned to you for corrections. Please contact the CE Customer Service office at DSN 366-2915 or DSN 366-2918 if you have any questions.

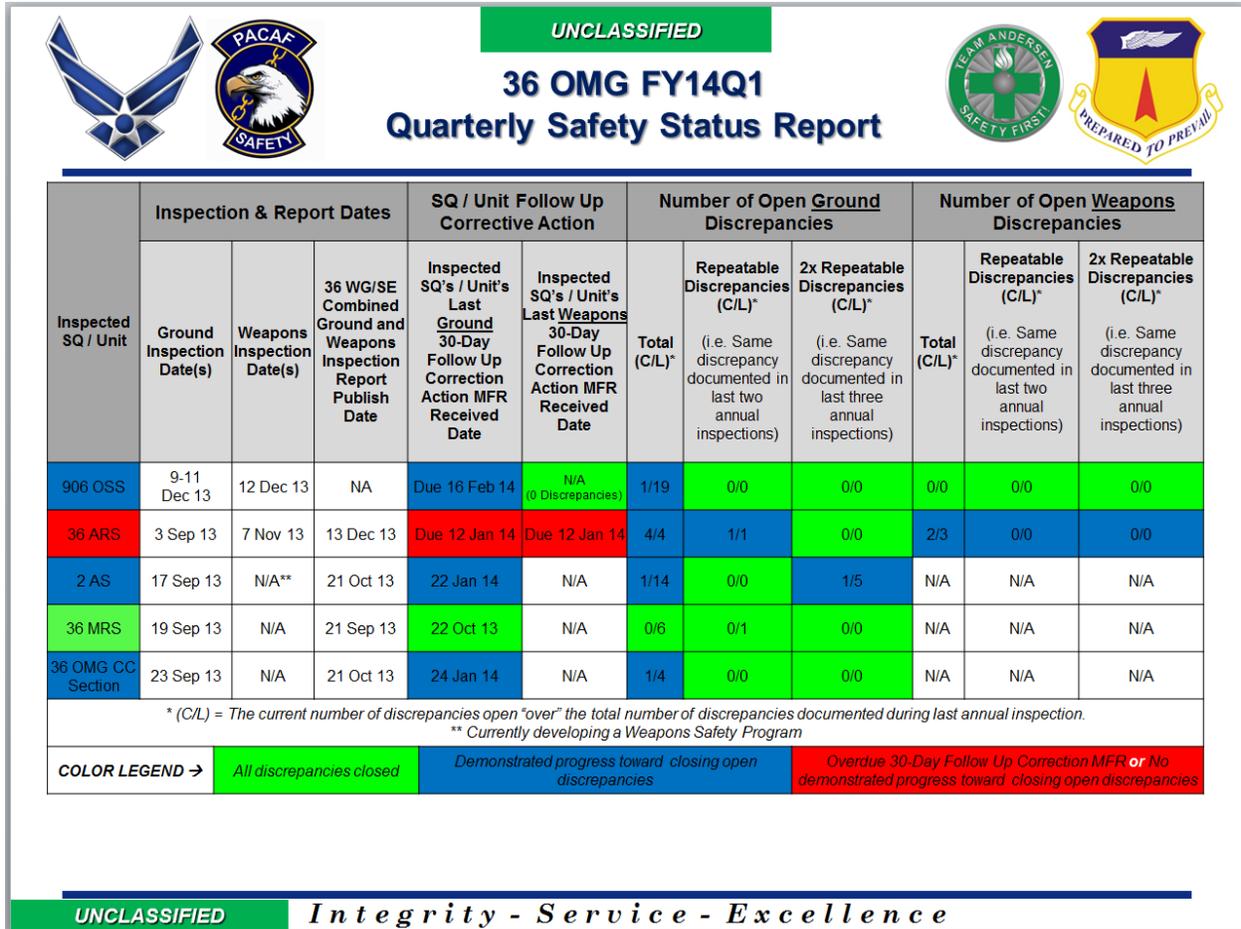
A8.5. Once you have received the Work Order Tracking Number from the CE Customer Service office, enter the number in the AF FORM 332's Block 4 (Work Request Number) and e-mail with the updated AF FORM 332 to SMSgt Cedric Tanner at cedric.tanner@us.af.mil, SMSgt Richard Flaherty at richard.flaherty@us.af.mil, and the 36th Wing Ground Safety office at 36WG.SEG2@us.af.mil. Assure the following format is used in the e-mail subject line: "ACTION: WO #XXXXXXX for 36 (insert squadron) Critical Safety Write-Up #XXXXXXX". If you have any questions, please contact CE Customer Service office at DSN 366-2915/2918.

A8.6. As a reminder, a status update of all open safety inspections write-ups, findings, or discrepancies are required to be submitted to the 36 Wing Ground Safety office at 36WG.SEG2@us.af.mil every 30 days after inspection report is released to the unit. This status report is required to be submitted to the 36 Wing Ground Safety office every 30 days until all writeups, findings, or discrepancies are closed.

Attachment 9

QUARTERLY SAFETY STATUS REPORT

Figure A9.1. Quarterly Safety Status Report



Attachment 10**OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) RECEPTION**

A10.1. Department of Labor (DoL) OSHA officials are authorized to conduct announced and unannounced inspections of all nonmilitary unique workplaces and operations where Air Force civilian personnel are employed. These inspections may be:

- A10.1.1. Inspection of a contractor working on base.
- A10.1.2. In response to a mishap or a complaint from an Air Force employee.
- A10.1.3. Part of OSHA's annual evaluation of Air Force programs.
- A10.1.4. Solely at the discretion of the Secretary of Labor.

A10.2. When an OSHA official arrives at the base entry control point, the following actions shall be taken:

A10.2.1. Visitor Control Center shall contact 36th Wing Safety Office at 366-7233, or 688-2790 during after duty hours, and notify the arrival of a DoL OSHA inspector.

A10.2.2. 36th Wing Safety Office shall:

A10.2.2.1. Immediately notify the following offices, and relay the nature of inspector's visit, if known:

A10.2.2.1.1. 36 Wing Chief of Safety

A10.2.2.1.2. 36 WG/CC and 36 MSG/CC

A10.2.2.1.3. Bioenvironmental Engineering, Public Health, Fire emergency Services (FES) Flight and/or other appropriate sections immediately to attend the OSHA in-brief

A10.2.2.1.4. 11th Air Force Safety

A10.2.2.1.5. If Andersen AFB personnel/facilities are to be inspected, make immediate arrangements for an inspection in-brief with 36 WG/CC and/or 36 MSG/CC.

A10.2.2.2. Proceed to the Visitor Control Center to act as escort.

A10.2.2.2.1. Check to verify the inspector(s) credentials.

A10.2.2.2.2. Escort the inspector to the 36th Wing Safety Office for an initial in-brief.

A10.2.2.2.2.1. Review and discuss the inspection itinerary.

A10.2.2.2.2.2. A 36th Wing Safety Office representative shall remain with the inspector(s) throughout the entire inspection.

A10.2.2.2.2.3. As applicable, a safety, fire prevention or bio-environmental and health personnel accompany the inspector(s) while on the Air Force installation.

A10.2.2.2.2.4. Upon request, provide the inspector(s) with available fire, safety and health information on workplaces to be visited. (Release of copies of "For

Official Only” mishap reports must obtained by DOL from Air Force Safety Center)

A10.2.2.2.2.5. OSHA officials with appropriate need to know may review employee’s exposure records and specific parts of employees’ medical records pertaining to the OSHA complaint. The DoL OSHA official must safeguard the individual’s medical information according to Health Insurance Portability and Accountability Act (HIPAA) laws.

A10.2.2.2.2.6. If entry into a restricted area is necessary, inspector(s) must have the proper security clearance. (Ref: AFI 31-401/DoD 5200.11-R)

A10.2.2.2.2.7. Photo and video support shall be provided to the inspector(s), if required. Air Force officials may review negatives, photographs and videos before release if they suspect possible disclosure of classified information without the review.

A10.2.3. Arrange a closing conference with the DoL OSHA official(s), if requested. Ensure the 36 WG/CC and 36 MSG/CC are notified of the conference. All employee representatives must also be invited and given the opportunity to attend.

A10.3. 36th Wing Safety Office will notify the following agencies within two days of any official DoL OSHA visit to include unit(s) or specific area(s) being inspected:

A10.3.1. Transmit report by e-mail to :

A10.3.1.1. afsc.seg@kirtland.af.mil.

A10.3.1.2. Safiee.workflow@pentagon.af.mil (SAF/IEE)

A10.3.1.3. AFA47.workflow@pentagon.af.mil (AF/A4/7)

A10.3.1.4. Afse.workflow@pentagon.af.mil (HQ USAF/SE)

A10.3.1.5. Afsc.seg@kirtland.af.mil (HQ AFSC/SEG)

A10.3.1.6. Afsg.workflow@pentagon.af.mil (AF/SG Workflow)

A10.3.1.7. Afcesa.cexf@tyndall.af.mil (HQ AFCESA/CEXF)

A10.3.1.8. Applicable MAJCOM/FOA/DRU/SEG/SGP/SGPB/CD.

A10.3.1.9. Applicable Intermediate Command/SEG/SGP/CE.

A10.3.2. Include the following information:

A10.3.2.1. Date of investigation/inspection

A10.3.2.2. Agency of inspector.

A10.3.2.3. Workplace visited.

A10.3.2.4. Reason for visit.

A10.3.2.5. Result of investigation or inspection and violation reference or any notices of unsafe or unhealthful working conditions with the RAC assigned.

A10.3.2.6. Problems encountered, if any.

A10.3.2.7. If significant hazards or deficiencies are identified or problems occur during a DoL OSHA inspection or investigation, call the MAJCOM. The MAJCOM will notify AFSC/SEG.

A10.3.2.8. POC Name and DSN

Attachment 11**PACAF HIGH-RISK ACTIVITIES (HRA) PROGRAM**

A11.1. The PACAF High-Risk Activities (HRA) Program can be accessed via the PACAF/SE SharePoint website located at: <https://pacaf.eim.pacaf.af.mil/SE-Safety/High%20Risk%20Activites/Forms/AllItems.aspx?RootFolder=%2fSE%2dSafety%2fHigh%20Risk%20Activites%2fHIGH%20RISK%20ACTIVITIES&FolderCTID=&View=%7b28E31145%2d7AD7%2d4D30%2dA3D4%2d9A21D710B668%7d>

Attachment 12

GUAM SURVIVAL SECRETS

A12.1. The **Guam Survival Secrets** publication can be accessed via the Andersen AFB Newcomer's Information website located at:
<http://www.andersen.af.mil/shared/media/document/AFD-130730-002.pdf>